

Uploading Documents to Speaker Management

- 1) Go to speakermanagement.tappi.org and log in using your TAPPI Login and password.
- 2) Review your contact information and update if needed
- 3) Once you have verified your information and submitted any changes or clicked no changes you will navigate to the main page where you will click on “My Presentations”
- 4) On the “My Presentations” page there is a box where you will select the conference you are speaking in
- 5) This will pull up all abstracts that you have submitted for this conference
- 6) Locate the abstract you wish to submit your documents for and click on the piece of paper with a green arrow, located under the column heading Upload Mgr
- 7) Once you have clicked on the piece of paper with green arrow it will bring up a screen where you will upload the document by following the directions on the screen. Remember to select the type of document you are uploading on this screen (manuscript, powerpoint, bio, or license agreement)
- 8) Please label your file appropriately to notify if it is a first draft or a final draft

*Please see two example screen shots on the following pages -

TAPPI Online Submissions - Windows Internet Explorer

http://speakermanagement.tappi.org/abstractstudio/AbstractSubmission/Welcome.cfm

File Edit View Favorites Tools Help

★ Favorites ★ Suggested Sites Web Slice Gallery

TAPPI Online Submissions

Welcome Craig!

From this page you can:

- Submit an Abstract. To submit an abstract, select the event from the **Available events** drop down menu. You will then be taken to that specific event page. Click "submit new" next to the appropriate form in the **Available Submission Forms** box (if you have already submitted an abstract, this box will be located under **Your Submissions** box).
- See documents previously submitted.
- Edit submissions (unless locked for review). To edit a proposal already started, select the event from the **Available Events** drop down menu and the proposals you have submitted for the event will be listed in the box labeled **Your Submissions**. Click on the title you want to edit, and you will be taken to it as long as it has been saved but not submitted.
- Upload a paper or presentation to a **Submission**. To upload additional information to a proposal (unless locked for review), select the event from the **Available Events** drop down menu and the proposals you have submitted for the event will be listed in the box labeled **Your Submissions**. Click on the Upload Mgr (green arrow), and you will be taken to a pop up screen which will allow to browse for the upload. Once you have selected your upload, select the file category, and hit "upload", and it will be listed on the same row as part of your original submission.

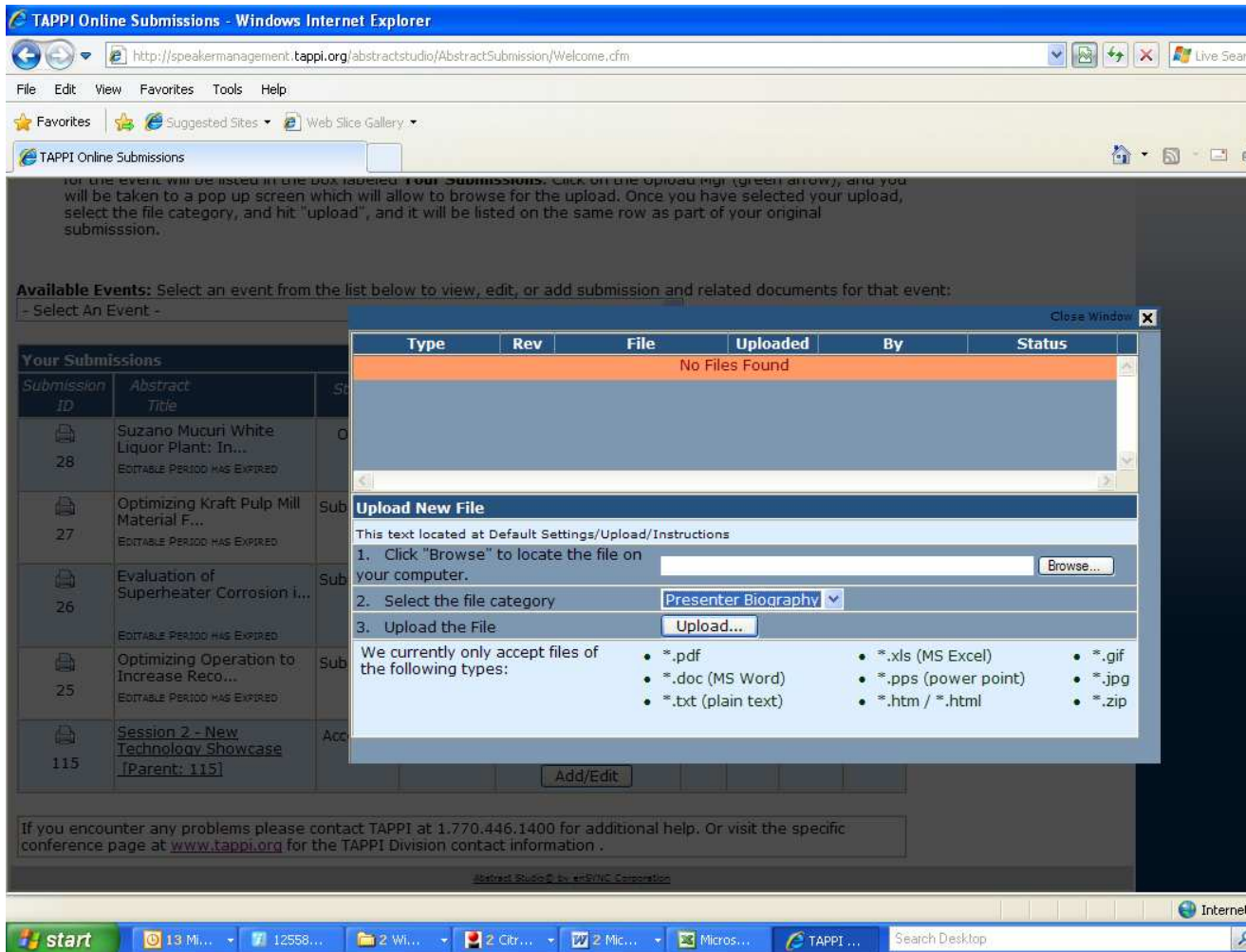
Available Events: Select an event from the list below to view, edit, or add submission and related documents for that event:

- Select An Event -

Your Submissions									
Submission ID	Abstract Title	Status	Received	Co-Authors	Clone	Delete	Upload Mgr	Uploads	
28	Suzano Mucuri White Liquor Plant: In... <small>EDITABLE PERIOD HAS EXPIRED</small>	Open	N/A						<input type="button" value="Add/Edit"/>
27	Optimizing Kraft Pulp Mill Material F... <small>EDITABLE PERIOD HAS EXPIRED</small>	Submitted	01/18/2010						<input type="button" value="Add/Edit"/>

start 13 Mi... 12558... 2 Wi... 2 Ctr... 2 Mic... Micros... TAPPI... Search Desktop

(Screen Shot of the My Presentations Screen)



(Screen Shot of the Upload Mgr)