



April 22, 2009

Dear ASTD 2009 International Conference and Exposition Speakers—

We are pleased to announce our **new and improved** creation and uploading process and information for your PowerPoint slides file:

**Instructions for Creating Your PowerPoint Slides file**

For posting to the ASTD website, you will be uploading your PowerPoint slides (combined into one PDF document with your job aid), which will be available to conference attendees on the [International Conference and Exposition website](#).

Please combine your PowerPoint slides with your Job Aid into one **PDF** document using the Job aid cover page as your first page. Please do the following:

1. Name the file with the following format:
  - a. Session Number – ICE09 Web Posting
  - b. Ex: M556 – ICE09 Web Posting
2. Format your slides using the two per page option
3. Limit your file size to 4MB or less

The deadline for uploading the combined PDF document has been extended to: **May 11, 2009**.

**NEW and Improved Uploading Instructions for Web Posting Your PowerPoint Slides**

Procedures for **Uploading your PowerPoint slides**

- 1) The file must be PDF
- 2) Please visit the following web site: [ASTD ICE09 Speaker Login](#)
- 3) Enter your E-Code: **Speaker E-Code** and click “login”
- 4) You will see a grid with your listed sessions
- 5) You have to submit a separate PDF PowerPoint file for each session listed
- 6) Click “Submit Handout”
- 7) Next, you will see Upload Handout area
- 8) In the “Handout Title” box
  - a. Please type your file name with the following format:
    - i. Session Number – ICE09 Web Post
    - ii. Ex.: M556 – ICE09 Web Post
  - b. Click the “Browse...” button to locate your file
  - c. After your file appears in the “Submit Handout” box
  - d. Click the “Submit” button

- e. You should see a box displaying that will
  - i. Allow you to download the file
  - ii. And show you the Status: "Submitted"
- 9) Once you have reviewed the information, you may
  - a. Click the "Back" link to resubmit a different session file or
  - b. In the left pane, click the "Click here to logout" link
- 10) Once you have completed this process your PowerPoint slides file should be automatically displaying on our ASTD website at: [www.astd2009.org](http://www.astd2009.org), under the section "View Sessions"

Once **you upload** your PowerPoint file (except preconference workshops), the file will be available for immediate viewing and will remain posted on our ASTD web site six months after the conference. They will be available as PDF files to all website visitors. The deadline for uploading the combined PDF document has been extended to: **May 11, 2009**.

Once you are at the "View Sessions" of the [www.astd2009.org](http://www.astd2009.org) website, please locate your name or session number and title; this file will be available for viewing by clicking the downloading command within your session number and title.

Please let us know if you have any questions or concerns. Thank you for working with us and see you in Washington, DC!

Many thanks for your patience!

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Get the tools and resources you need to support your training efforts. Attend the [ASTD 2009 International Conference & Exposition](#), May 31 - June 3, 2009 in Washington, DC, USA. [Register Today.](#)