

SFB Presenter Portal Uploading Instructions



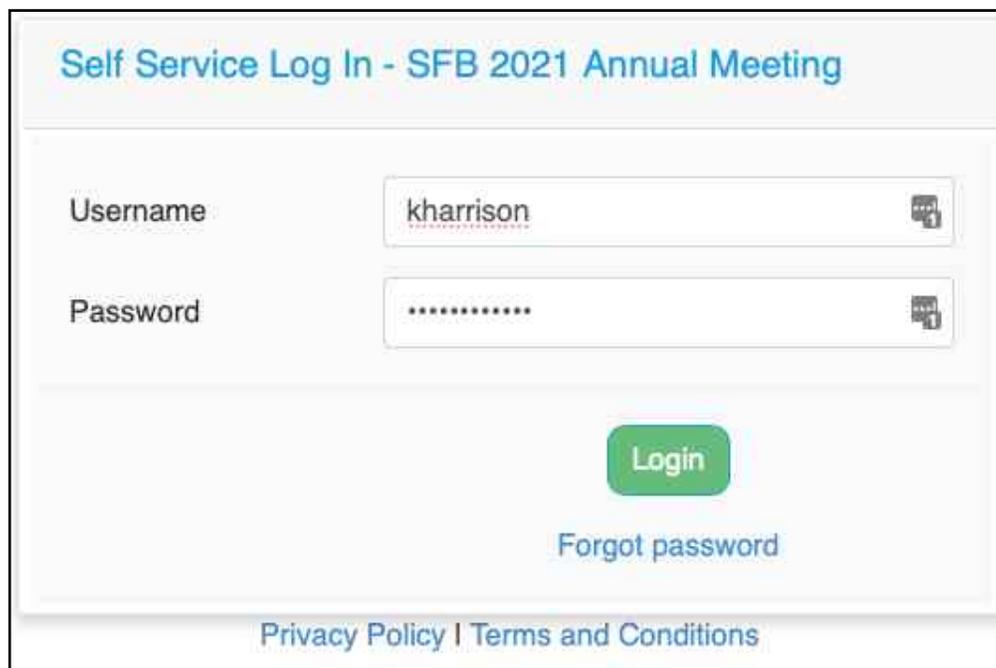
This document will guide you through the process of submitting your presentation recording, presentation, poster, or rapid fire video on CEAVCO's presenter portal.

ACCESSING THE PRESENTER UPLOAD PORTAL

To access the presenter portal you must be registered for the SFB 2021 Annual Meeting & Exposition. You can register by visiting <https://2021.biomaterials.org/registration>

Login to the presenter portal

1. Visit <https://portal.biomaterials2021.com>
2. Login with the same username and password you used to register for the SFB 2021 Annual Meeting
 - a. If you do not know your username and password you can reset them by visiting <https://biomaterials.org/user/password>
3. You will be taken to a list of your presentations.



Self Service Log In - SFB 2021 Annual Meeting

Username: kharrison

Password:

Login

[Forgot password](#)

[Privacy Policy](#) | [Terms and Conditions](#)

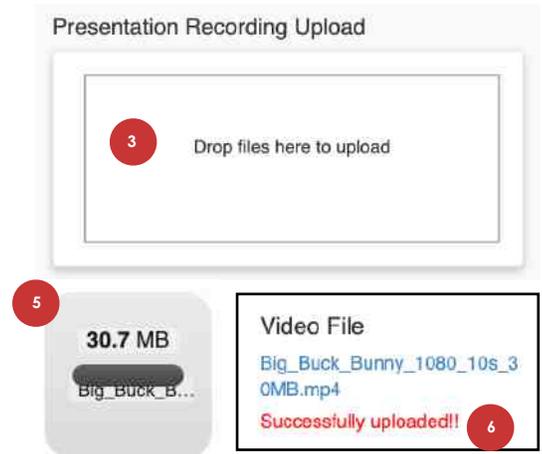
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UPLOADING AN ORAL ABSTRACT PRESENTATION

Oral abstract presentations are to be pre-recorded for the SFB 2021 Annual Meeting. Recording files must be submitted in an MP4 format and must be less than 1GB in size.

To submit your presentation recording do the following:

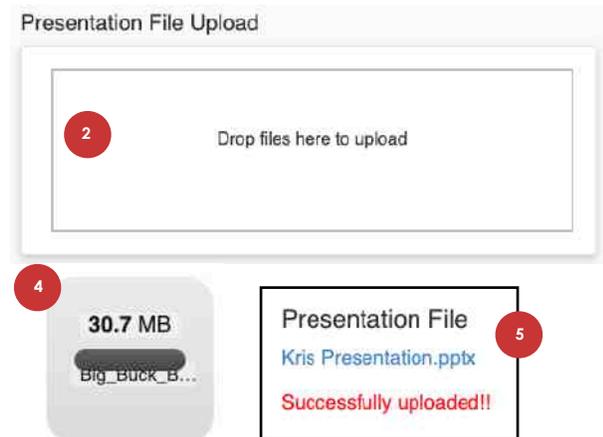
1. Login to the SBF presenter upload portal.
2. Scroll down and find the presentation you wish to submit.
3. Click on the box under **Presentation Recording Uploads**.
4. Select your presentation recording file (MP4) on your computer.
5. The file will upload. It can take some time to complete.
6. You will be notified of a successful upload.



Optionally you can also submit a copy of your presentation file to the upload portal. This can assist us in identifying problems with your video recording and helping us communicate or resolve any issues we encounter. Presentation file formats can be PPTX, PPT, KEY, or PDF.

To submit your presentation file do the following:

1. Next to the Presentation Recording Upload box you will see a section called **Presentation File Upload**.
2. Click on the **box** under **Presentation File Uploads**.
3. Select your presentation file on your computer.
4. The file will upload.
5. You will be notified of a successful upload.



Your presentation is now completely submitted!

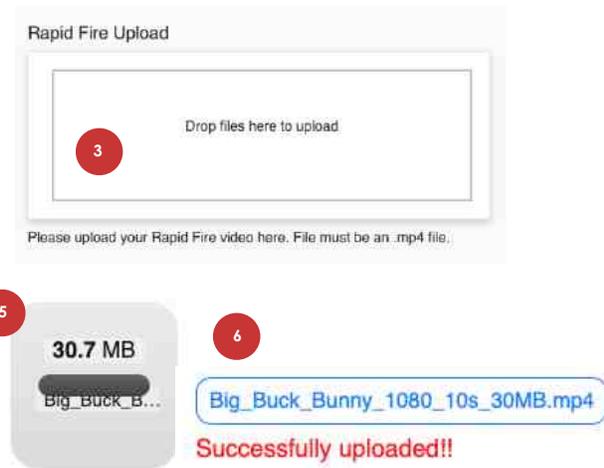
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UPLOADING AN RAPID FIRE PRESENTATION

Rapid Fire presentations for SFB 2021 are all to be pre-recorded. Each rapid fire presentation must be under 5 minutes in length, formatted as an MP4 file and less than 1 GB in size.

To submit your rapid fire recording do the following:

1. Login to the SFB presenter upload portal.
2. Scroll down and find the rapid fire you wish to submit a recording for.
3. Click on the box under **Rapid Fire Upload**.
4. Select your presentation recording file (MP4) on your computer.
5. The file will upload. It can take some time to complete.
6. You will be notified of a successful upload.



Once the file is uploaded our server will begin processing it and preparing it for the virtual event. We highly recommend reviewing the rapid fire video after uploading it. Please watch it in its entirety to ensure the video processing was successful.

Review your rapid fire submission:

1. Click on the file name of the video you submitted.
2. A new tab will open.
3. Press the Play button on the video player.
4. Watch your video in its entirety.

If your video is black or does not play then it is still processing. Please check back in 20 minutes to an hour to review it.

Poster Title: SFB Rapid Fire Presentation

Rapid Fire Title: Big_Buck_Bunny_1080_10s_30MB.mp4

Your video has been uploaded successfully. If you are unable to view it here it may still be processing. Please check back in an hour. If the issue persists, please contact our support team. showsupport@ceavco.com



Your rapid fire is now completely submitted!

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GETTING HELP

CEAVCO is here to help! If you run into any issues, you can contact CEAVCO by emailing our support team at showsupport@ceavco.com.

Our helpdesk will get back to you Monday - Friday
9:00 AM - 5:00 PM Mountain Daylight Time.



CEAVCO

AUDIO VISUAL

YOUR VIRTUAL EVENT PARTNER

showsupport@ceavco.com