HOW-TO MODIFY/ADD PRESENTING AUTHORS TO YOUR PRESENTATION

Step 1: Log into the speaker portal using this link: https://ww3.aievolution.com/wef2001

Step 2: Head to your DASHBOARD using the button in the upper left-hand corner.

Step 3: Once you are on the DASHBOARD (pictured below) select the EDIT SPEAKER button found in the middle SPEAKER CENTER column.

Step 4: Once you have clicked the EDIT SPEAKER button, you will be taken to the EDIT SPEAKER page (pictured below) where you are able to view all of the sessions you have been assigned.

[Images of the dashboard and edit speaker page]
Step 5: To Add or Remove a speaker, select the **MANAGE SPEAKER/CO-AUTHOR** button found underneath the title of the presentation you would like to edit. This will bring you to a page allowing you to view all of the presenting authors assigned to the selected session.

Step 6: **TO REMOVE A SPEAKER.** Check the small white box near the desired speaker’s name. Once you select this box, click the **REMOVE** button found at the bottom of the page and the speaker will no longer be assigned to the presentation.

*(NOTE: If you wish to remove yourself as a presenting author you must add the new person first and then remove yourself. **DO NOT remove yourself and then attempt to add a new person.** Once you remove yourself you will no longer have access to the presentation.)*

Step 7: **TO ADD A SPEAKER.** Click on the **ASSIGN AUTHOR/CO-AUTHOR** button (pictured below). This will take you to the **SEARCH SPEAKERS** page.

Step 8: Enter the desired speaker’s last and first name into the corresponding search criteria boxes, then select the **SEARCH** button. Once the speaker’s information appears, select the Speaker check box under the **ROLE** column and click the **ASSIGN** button. *(NOTE: When you are adding speakers remember that each presentation can have a maximum of two speakers and can only submit one joint presentation.)*