



Assign presentation forms in bulk using the new Session Type/Activity Type grid.

Was (Individual Presentation Assignment)

Previously, administrators were required to manually assign presentation consent or disclosure forms to each presentation. This involved periodically navigating to the Presentation dashboard and manually assigning presentations either in bulk or one by one as they were added to the meeting.

Is Now (Assignment by Session Type)

Assign presentation forms in bulk using the new Session Type/Activity Type grid located under Forms -> Presentation Forms. By matching flags to assign the presentation form to activities and session types, administrators can efficiently ensure that the form is applied to all relevant presentations without the need for individual assignment.

1. Navigate to **Forms -> Presentation Forms -> click the Actions arrow.**

Presentation forms dashboard & manager

ID	Form Name	Display Name	Purpose	Description	Is public	Ready	Portal order	Actions
2	Old Speaker Agreement	Old Speaker Agreement	Presentation				0	
1009	Old Speaker Agreement	Old Speaker Agreement	Presentation				0	
1008	Speaker Agreement	Speaker Agreement	Presentation		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	
1013	Speaker agreement form	Speaker agreement form	Presentation				0	View Detail
1012	Speaker agreement form final	Speaker agreement form final	Presentation		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	

2. Match the flags to assign the presentation form to the activities across the top and session types down the left side. Use the **“Select all”** option on the right to select all activities simultaneously.

Name of session type	Invited Speaker	Late-Breaking Abstract	Regular Abstract	Video Abstract	Young Investigator Award Application	Actions
Break						
ePosters	<input checked="" type="checkbox"/>					
General Scientific						
Industry Session						
Panel						
Plenary						
Podium Session						
Poster	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Scientific Session	<input checked="" type="checkbox"/>					