CTI Meeting Technology

Portal Basics Cheat Sheet



The Portal is a user-friendly hub for managing abstract and speaker content across hybrid and in-person meetings. It offers personalized task lists, notifications, and engagement opportunities for participants, speakers, and organizers.

Enhanced Engagement & Customized Messaging

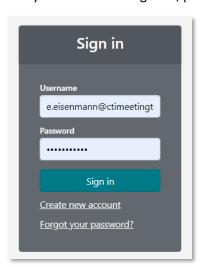
Participants, speakers, and organizers benefit from personalized task lists, notifications, and engagement opportunities tailored to their roles, fostering active participation and collaboration.



Meeting organizers can update each page for participants with general meeting information, such as housing, registration, and 'know-before-you-go' details.

Portal Sign-In Tips (Non-SSO)

If you are a returning user, please enter your login and password below and click Sign in.



If you do not know or remember your login information, please select the 'Forgot your password?' link and enter the email address used during your last visit.

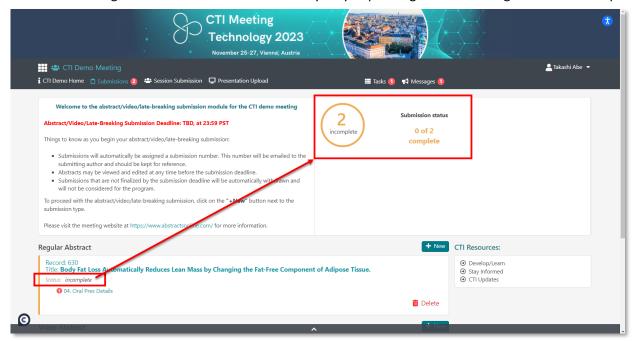
If you are a new user, please click 'Create new account.'

Upload & Review Submissions

The Submission status addresses the question, "Has the submission met all the submission requirements?"

- Incomplete: Identified by a yellow bar. This status is the default when a control is created.
- **Complete:** Identified by a green bar. Automatically assigned when the control fulfills the submission's minimum requirements.

Note: The configuration of the 'Delete' button may vary depending on the meeting's submission requirements.



Accessing Presentation Uploads

Upon accessing the Portal, the presenter clicks the customizable label text 'Presentation Upload,' allowing them to see their presentations with an "Upload" button to upload their presentation file(s).

