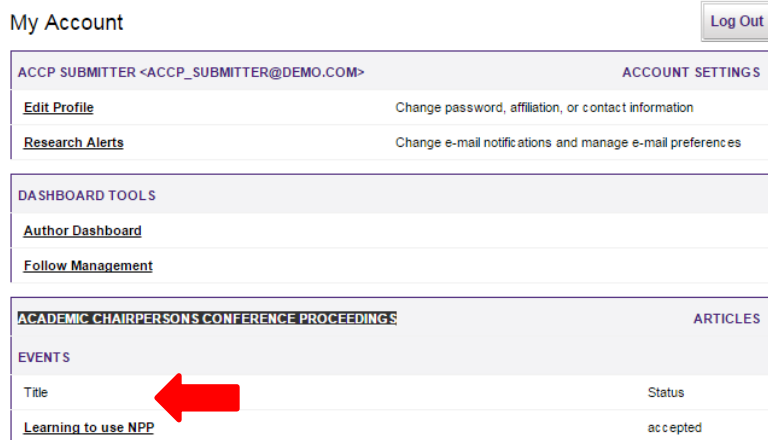
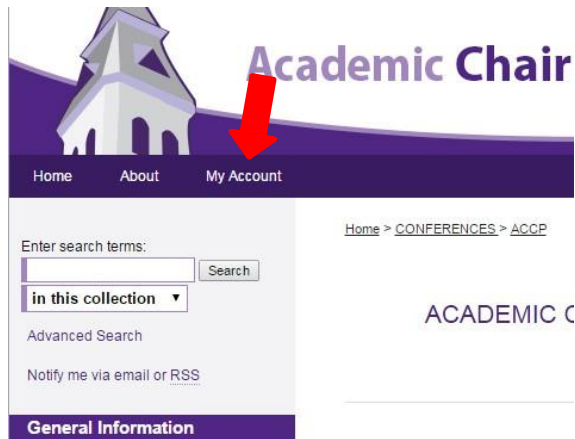


Instructions for Uploading Presentation Materials to New Prairie Press

Academic Chairpersons Conference Proceedings

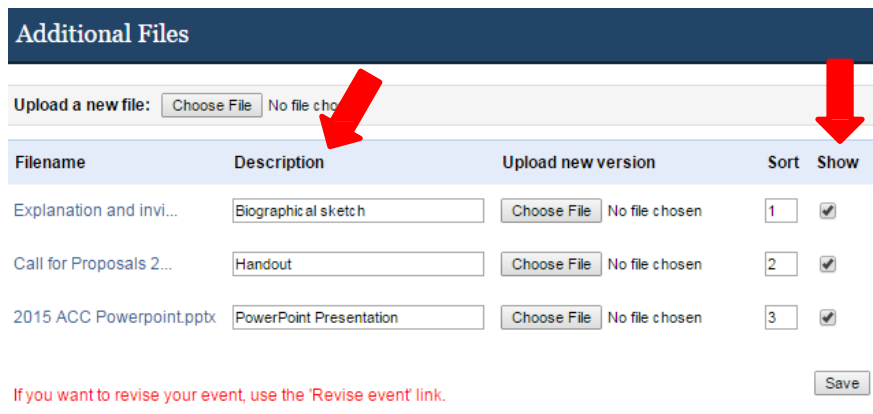
Important Deadline: If you plan to share a paper, PowerPoint, and/or handouts through the conference proceedings, you must upload all materials to the conference New Prairie Press website by March 6, 2020.

1. Go to <http://newprairiepress.org/accp/>
2. Click on **My Account** to log in. If you've forgotten your password, you can ask New Prairie Press to send you an email.
3. In the bottom text box you will see in your list of events the title of your presentation. Click on your title.



4. During the proposal submission process you had the option to provide a biographical sketch or CV. If you choose to provide it, the document will be listed here under the **Additional Files** section.

- **Option 1:** If you would like this bio sketch accessible alongside your proceedings documents, click the **Show** button next to your document, provide a brief description, and click the **Save** button.



- **Option 2:** If you do not want it as part of your proceedings document, simply unclick **Show** and it will no longer be viewable online.
- **Option 3:** If you would like to upload a different document for your biographical sketch or CV, or you did not upload one previously but would like to now, you may do so by using the **Choose File** button under the column titled **Upload a new version**. Make certain to check the **Show** box and **Save**

5. Once you are satisfied with the **Additional Files** section of this page, click on **Revise event** in the upper left-hand corner.

The **Download File** that you see on this page is the document you submitted during the Call for Proposals to explain your workshop. This document will be replaced with the presentation materials you choose to upload.

Abstract:
It's important to know how to use NPP.

6. This page is filled with information you originally provide during the Call for Proposals. You may update any information on this page. Your focus will likely be at the bottom in the sections titled **Presentation Documents** and **Additional Files**. Both sections have very specific instructions, so read carefully.

Please note, if you choose to type a **Reason for Update** at the bottom of the document, it will not show in your published proceedings documents.

Click the **Submit** button when you are finished with this page.

REQUIRED Keywords

At least five (5) keywords about the presentation.
technology, leadership, mentoring, chair, collegiality

REQUIRED Presentation Documents

You have the option to upload presentation materials from your interactive workshop, best practice presentation, or roundtable discussion at the conference: a proceedings paper, a PowerPoint Presentation, and/or workshop handouts. You may upload any of the three here in this section of the form. Since this will be the primary document, we encourage you to upload your proceedings paper here, and then your PowerPoint and handouts as Additional Files. If you are not submitting a paper for the conference proceedings, then you may upload your PowerPoint or handouts here.

- Upload file from your computer
- Import file from remote site
- Link out to file on remote site

Please upload the full text of your submission:
Choose File No file chosen

REQUIRED Additional Files

Please check this box if you have additional presentation materials to upload. This might include your workshop handout or PowerPoint Presentation. Should you check this box, when you hit the submit button below, you will be taken to a page where you can upload supplemental content.

Update Submission

Reason for Update


7. If you checked the box for **Additional Files**, you will now be on the **Upload Supplemental Content Page**. If you did not check the box for **Additional Files**, you are finished and may log out.

On the **Upload Supplemental Content** page, you may choose to add your PowerPoint Presentation and/or handout. If you upload documents here, we encourage you to add a brief description of each document. You may also rename or edit your biographical sketch here as well.

Upload Supplemental Content

Here you may upload additional materials such as your PowerPoint Presentation and/or workshop handouts and/or biographical sketch. Be sure the Show button is clicked so these files are accessible with your proceedings documents, and provide a brief description for each document. Remember, if you do not want your bio sketch to be part of the conference proceedings, you may unclick Show and the document will not be viewable online.

Click the **Browse** button to upload the file. Repeat this process for each additional file you want to upload. When you are done, click **Continue**.

Upload a new file: No file chosen 

Filename	Description	Upload new version	Sort	Show
Explanation and invi...	<input type="text" value="Biographic al sketch"/>	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="1"/>	<input checked="" type="checkbox"/>
Call for Proposals 2...	<input type="text" value="Handout"/>	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="2"/>	<input checked="" type="checkbox"/>
2015 ACC Powerpoint.pptx	<input type="text" value="PowerPoint Presentation"/>	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="3"/>	<input checked="" type="checkbox"/>

Checked items will appear with the published event.

Please click the **Continue** button once after you've attached your supplemental files.

8. When you click the **Continue** button, your revisions will be made. You may continue to make revisions, change documents, and add documents until **March 6, 2020**. After **March 6, 2020**, all documents will be posted to the conference online proceedings and you will not be able to make changes or additions.