A. Registration and Creation of Profile on Conference Website
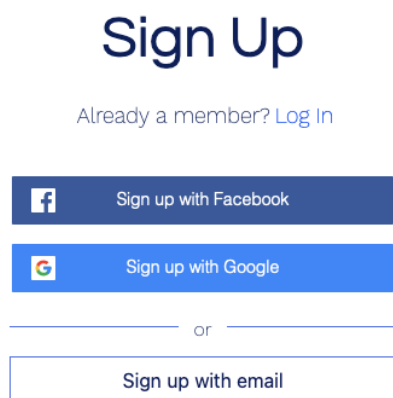
You will need to create a profile on the Conference website in order to access all of the site's contents and functions.

1. Go to https://www.icceoca15.com/

2. Click **Log In**

3. Choose **Sign up with email** for method to sign up

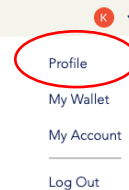4. Enter your email, and create a password. Click **Sign Up**.

5. You will receive a confirmation email. Click **Confirm Email.**

6. You will be sent back to the Conference Website. This time click **Log In**, then **Log In with Email.**

7. Click **Profile**

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Profile
My Wallet
My Account

Log Out

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8. On the Profile page, click **Edit Profile**

9. Click the circle icon to upload a personal photo.

10. Under **Display Info**, under **Display Name**, enter your name
Under **Title**, enter your affiliation, e.g. University of Hong Kong
Under **Account**, enter your information into the fields.
Then click **Update Info** to save.

Your Profile set up is complete!

Functions:
- Click **Attendees** and **Search** for Presenters to read their profiles and **Follow** them.
- Click **Attendees** and **Search** "Poster A" to find all posters in Poster Session A
- You can further edit **Notifications** as you wish for receiving emails from the Conference site.
- You can **Follow** other conference attendees to be notified of their activities
- Under the **Forum** tab, you can enter the Conference forum, **Post** messages or questions to be seen by Attendees who follow you.
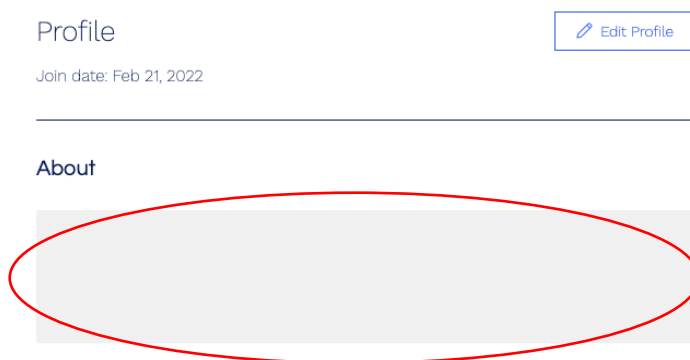- You can **Comment** on other Posts on the **Forum**

Enjoy!

B. Upload Your ppt and One-minute Video

In past F2F conferences, conference time was allocated for all poster presenters to give one-minute "flash talks", so that the audience can have some idea of the poster content, and then choose to visit the poster during the poster session.
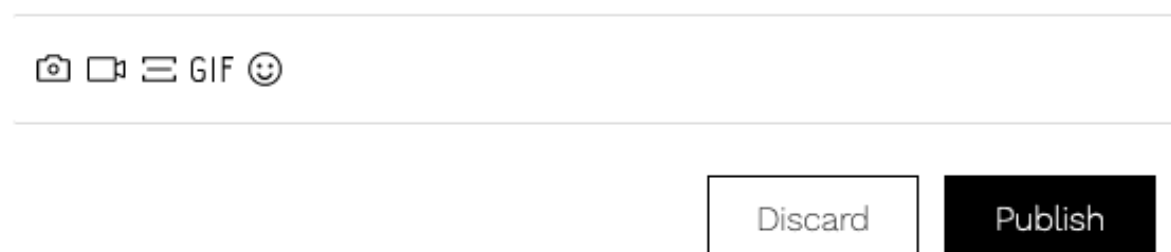
In this online conference, if you are a poster presenter, you will need to record a one-minute "flash talk" (in .mp4, .mov format), showing one ppt slide (in image format, such as .jpg, .tif but not pdf or ppt), to introduce your poster. These files are required to be uploaded in your profile webpage.

1. Login to the conference website. Click **Profile**.

2. Click the Box under **About**, which should turn pink when your cursor hovers over it. After you click a new box will appear.

3. In this new box, click 📷 to upload the image of your ppt slide (must be (.jpg, .tif; not .pdf)

4. Then click ☰ icon to add a divider.

5. Click 🎥, then in the new box that appears, click **+Upload Video**, to upload your one-minute video from your computer.

6. Then Click **Publish**.

Now when attendees visit your Profile, they will be able to view your flash talk!

C. Revising your ppt or video uploads

If you wish to update your ppt or video, no worries!

1. Login to the conference website. Click **Profile**.

2*. If you want to update your ppt slide*, click the image of the slide. A new box will appear. Click the image of your slide, which should then be framed with a **blue outline** and a menu bar will appear:

3. Click 🗑 to delete the old image.

4. Then go to the menu bar at the bottom and click 📷, and upload a new image.

5. Click **Publish**.

6. *If you want to update your video*, click the image of the video. A new box will appear. Click the image of your slide, which should then be framed with a **blue outline**, and a menu bar will appear.

3. Click 🗑 to delete the old video.

4. Then go to the menu bar at the bottom and click ▢◗, then click **+Upload Video** to upload a new video.

5. Click **Publish**.

Your ppt slide/ video is updated!