

Instructions for Uploading Speaker Handouts

Handout files may be uploaded up until the start of Conference. Ideally, we would like all handouts posted no later than **Monday, April 19th**. This will give attendees enough time to print and bring it with them to your session. Please remember that the cost of paper handouts are no longer reimbursed by AOTA (AOTA will continue to reimburse Institute speakers for their handouts).

Please pay special attention to the following guidelines when preparing your handout:

- Only PDF files will be accepted
- File size should not exceed 5MB (Many factors contribute to the size of a file such as image size, formatting applied to text, and any videos included in the presentation).
- PowerPoint files should be saved with at least three slides per page to keep the number of pages to a minimum for attendees to print.

Uploading your file:

- Log into OASIS (see below) If you need your login information, please send an email request to conference@aota.org.
- Select the presentation
- On the left-hand sidebar, Under Submission Steps, select File Upload
- Select Add file
- Provide the requested information

OASIS site link:

<http://www.abstractsonline.com/submit/login.asp?mkey=%7BA5FC5C54%2D5CC0%2D4EC4%2DB722%2D46C6ECE3B558%7D>

NOTE: If you have already uploaded a handout and need to update it, the existing file will be replaced.

For assistance, please send an email to conference@aota.org.