

# HOW TO GUIDE

## MAP YOUR SHOW SPEAKER PORTAL

Here's a comprehensive **How-To Guide** for speakers using the **Map Your Show (MYS) Speaker Portal**. This guide is designed to help speakers confidently navigate the portal and prepare for a successful session.

**Link to MYS speaker portal:**

### 1. Update Speaker Profile

**Purpose:** Ensure your bio and contact information are accurate and professional.

**Steps:**

1. Log in to the Speaker Portal using your credentials.
2. Click on the **"Update Speaker Profile"** tile.
3. Upload a professional headshot (high-resolution, square format preferred).
4. Minimum Image Dimensions: 360 x 360
5. Fill in your bio (150–200 words recommended-no more than 485 allowed).
6. Add or update your job title, company, and contact details.
7. Save changes.

 **Tip:** A complete profile helps attendees and organizers promote your session effectively.

### 2. Confirm Session Schedule

**Purpose:** Verify your session's date, time, and location.

**Steps:**

1. Click on the **"Confirm Session Schedule"** tile.
2. Review the session title, date, and time.
3. Go to the question that says, ***"Are you able to present at the date and time scheduled?"***
4. By confirming your session in the platform this indicates to us that you will be present to present at your session.
5. If you select "NO" are not able to present your session that has been approved, please send an email to ***abstracts@naccho.org*** so that we can withdraw your session from the platform.
6. If you have not confirmed your session in MYS platform by the deadline provided you are in jeopardy of losing your approved session date and time.


 **Tip:** Add the session to your calendar.

### 3. Manage Session Speaker Content

**Purpose:** Coordinate with co-speakers and moderators.

**Steps:**

1. Open the **"Manage Session Speaker Content"** tile.
2. View all assigned speakers and their roles.
3. Add or change to speaker assignments if needed.
4. Collaborate on session content- update description or title

 **Tip:** Ensure all speakers have access to the portal and are aware of deadlines.

### 4. Upload Session Materials

**Purpose:** Submit your presentation and handouts.

**Steps:**

1. Click on the **"Upload Session Materials"** tile.
2. Upload PowerPoint files, PDFs, or other supporting documents under the tab that says "handouts".
3. Label each file clearly (e.g., "Session Name").
4. Confirm upload and check for approval status.

 **Tip:** Upload early to allow time for review and edits.

### 5. On Demand/Digital

**Purpose:** Prepare your session for on-demand/digital viewing (if applicable).

**Steps:**

1. Access the **"On Demand/Digital"** tile.
2. Follow instructions for recording or uploading your session.
3. When recording your session, please use one of the backgrounds provided (whichever looks best) in the Speaker Portal.
4. Please upload your pre-recorded presentation, your PPT, and any handouts you'd like to share with attendees under the "Upload Session Materials" tile under the "handout" tab.
5. Map Your Show takes YouTube or Vimeo file links. After you record your session in Zoom then please create an unlisted video in YouTube, a how-to video is linked below.  
<https://youtu.be/WkgOvUr5Alc>
6. Ensure audio and video quality meet platform standards.
7. Submit by the deadline for inclusion in the on-demand section.


 **Tip:** Use a quiet, well-lit space for recordings.

## 6. Poster Presenter

**Purpose:** For speakers presenting posters rather than live sessions.

### Steps:

1. Click on the **"Poster Presenter"** tile.
2. This section will provide you details on how to print your poster for your session
3. Please upload a PDF of your poster and any handouts you'd like to share with attendees under "Upload Session Materials" tile under "handouts" tab
4. ***You will receive an email a week before the conference with your poster number/location assignment and set-up/take-down times.***
5. **NACCHO does not print the poster on your behalf.**
6. Poster dimensions should be 6' wide by 4' tall. The poster board is this size, you may choose to fill as much or as little space as you'd like.
7. On-site NACCHO will provide you with push pins to adhere your poster to the poster wall
8. Your poster can be printed on the matte paper, glossy paper, semi-gloss, canvas paper, etc.


 **Tip:** Include a QR code linking to additional resources or contact info.

## 7. Speaker Expectations

**Purpose:** Understand your responsibilities and event policies.

### Steps:

1. Review the **"Speaker Expectations"** tile.
2. Read through the code of conduct, deadlines, and presentation guidelines.
3. Acknowledge receipt and agreement if prompted.

 **Tip:** Bookmark this section for quick reference.

## 8. Social Media Kit

**Purpose:** Promote your session and the event.

### Steps:

1. Open the **"Social Media Kit"** tile.
2. Download branded graphics, sample posts, and hashtags.
3. Customize and share on your social platforms.


 **Tip:** Tag the event's official account to boost visibility.

## 9. PowerPoint Presentation

**Purpose:** Access templates and guidelines for your slides.

### Steps:

1. Click on the "**PowerPoint Presentation**" tile.
2. Download the official slide template.
3. Follow branding and accessibility guidelines.
4. Upload your final deck under "Upload Session Materials."


 **Tip:** Use large fonts, high-contrast colors, and minimal text per slide.

## 10. Virtual Presentation Background

**Purpose:** Ensure a professional look for virtual or hybrid sessions.

### Steps:

1. Access the "**Virtual Presentation Background**" tile.
2. Download branded virtual backgrounds (if provided).
3. Test the background in your video conferencing tool.
4. Use during live or recorded sessions.

 **Tip:** Avoid cluttered or distracting real-life backgrounds.