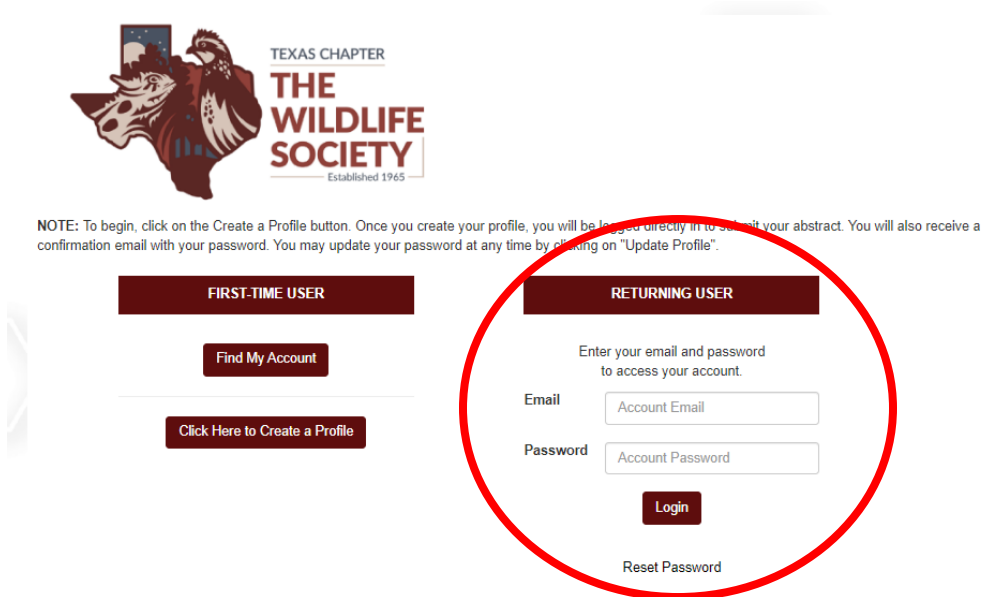


## How to Upload a PowerPoint Presentation and PDF File

1. Login to the abstract submission portal as a Returning User:

<https://www.xcdsystem.com/tctws/abstract/index.cfm?ID=eO6kpOq>



TEXAS CHAPTER  
**THE WILDLIFE SOCIETY**  
Established 1965

NOTE: To begin, click on the Create a Profile button. Once you create your profile, you will be logged directly in to submit your abstract. You will also receive a confirmation email with your password. You may update your password at any time by clicking on "Update Profile".

**FIRST-TIME USER**

**RETURNING USER**

Enter your email and password to access your account.

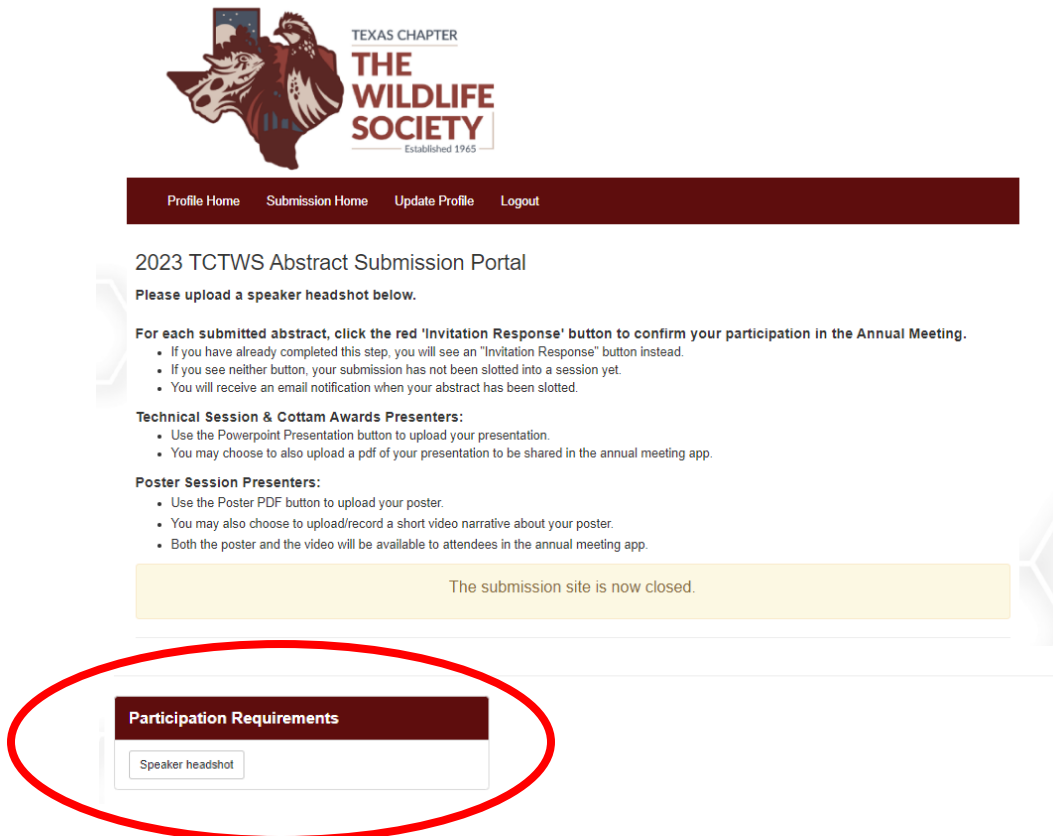
Email

Password

**Login**

[Reset Password](#)

2. Once you have logged in you can view general instructions for the portal. Upload your speaker headshot (optional) and scroll down the page to the Current Abstracts section.



TEXAS CHAPTER  
**THE WILDLIFE SOCIETY**  
Established 1965

[Profile Home](#) [Submission Home](#) [Update Profile](#) [Logout](#)

### 2023 TCTWS Abstract Submission Portal

Please upload a speaker headshot below.

**For each submitted abstract, click the red 'Invitation Response' button to confirm your participation in the Annual Meeting.**

- If you have already completed this step, you will see an "Invitation Response" button instead.
- If you see neither button, your submission has not been slotted into a session yet.
- You will receive an email notification when your abstract has been slotted.

**Technical Session & Cottam Awards Presenters:**

- Use the Powerpoint Presentation button to upload your presentation.
- You may choose to also upload a pdf of your presentation to be shared in the annual meeting app.

**Poster Session Presenters:**

- Use the Poster PDF button to upload your poster.
- You may also choose to upload/record a short video narrative about your poster.
- Both the poster and the video will be available to attendees in the annual meeting app.

The submission site is now closed.

**Participation Requirements**

3. For each of your abstracts, you can upload your presentation by clicking the **'PowerPoint Presentation'** button. The deadline for uploading will be displayed below the button.

**Current Abstracts**

ID #	Title	Your Status: Primary Contact & Primary Presenter
14	Evaluating the Viability of Translocating Northern Bobwhite as a means of Population Restoration	

Deadline: 2023-02-22
Deadline: 2023-02-21

This submission is considered complete. It may be edited until the system is closed.

4. Next, click the **'Attach PowerPoint Presentation Here'** button to upload your presentation. NOTE: If you need to make edits and submit a new file, as long as it is before the deadline just select your new file to upload. You are only allowed to upload one file and any existing file will be overwritten.

Powerpoint Presentation

**Powerpoint Presentation**

\*In addition to your presentation powerpoint, you may choose to upload a pdf of your presentation to be included in the annual meeting app for all attendees.

PLEASE INCLUDE THE PRIMARY AUTHOR NAME IN YOUR FILENAME.

- Prepare your presentation as a single file to run on PC (Windows operating system) as a Microsoft Office PowerPoint Presentation format file. Computers available at the meeting will run at least PowerPoint 2010.
- Save your file as a normal PowerPoint file (.pptx). Do not save your file as a PowerPoint Show (.ppsx) file. For security reasons, we cannot accept macro-enabled files (.pptm or ppsm).
- Be sure you prepare your PowerPoint in widescreen size 16:9, NOT standard 4:3.
- Keep visual aids simple. Too much detail detracts from the primary message of the slide.
- Use Arial or Times New Roman fonts to avoid issues with incorrect font substitutions. If you must use a different font, embed them in your presentation when saving.
- We discourage the use of video in presentations. If you must embed video files, .mpg, .mpeg, or .wmv formats are more likely to be compatible. Other formats may not play properly. Do not rely on internet access, if it is required please email [program@tctws.org](mailto:program@tctws.org).
- Presenters will NOT be able to use their own computers and Apple computers will NOT be available.

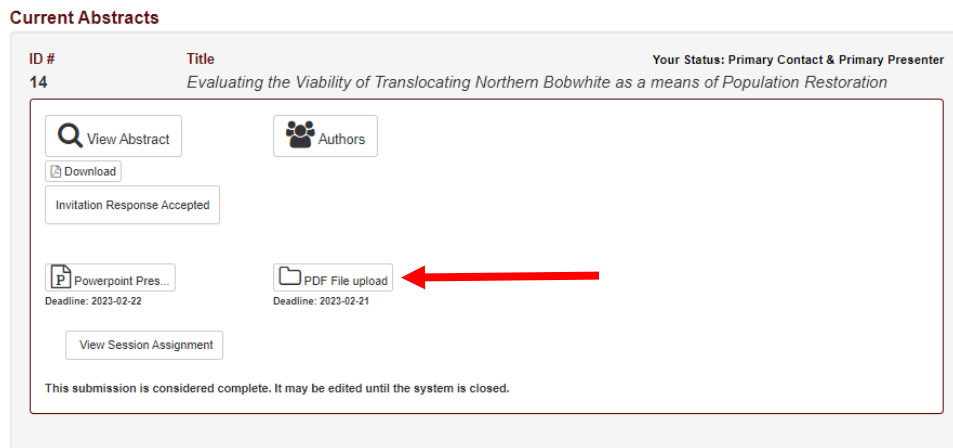
Allowed file types: \*.pdf; \*.ppt; \*.pptx  
 File names should not have any special characters  
 Files are all auto re-named based on your submission ID #  
 If you replace an uploaded file, the name will remain the same, but the associated date and time will be updated.

When your file is successfully uploaded, you will see a green **'Presentation Upload is complete.'** notification.

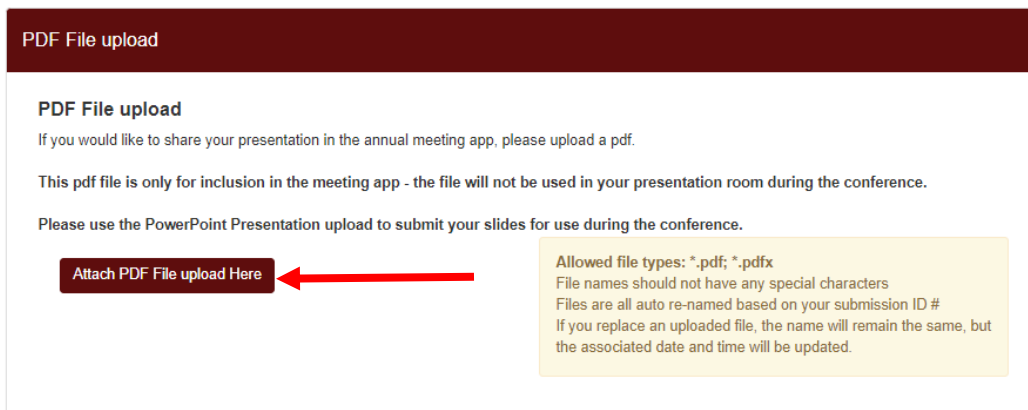
Presentation upload is complete.

**If you have any changes to your presentation after the upload deadline has passed, you will need to upload the file to the computer in your presentation room.**

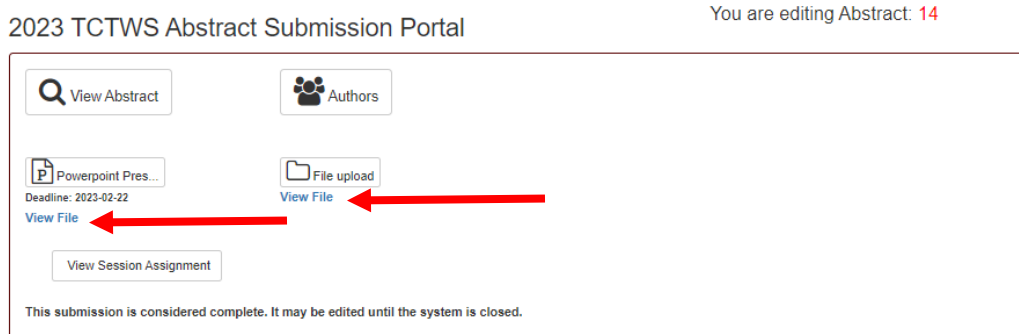
5. If you would like to share your presentation file with the conference attendees, upload a pdf of your presentation. Click '**PDF File Upload**'. Pdf will be provided in the meeting app along with your abstract.



6. Click '**Attach PDF File upload Here.**' and select your file.



If you need to verify either file you have uploaded, click the **View File** link under the buttons on the Submission Home page.



**Plan to arrive during the break before you are scheduled to present to verify your presentation.**

Questions about your session or the program? Contact the Program Committee ([program@tctws.org](mailto:program@tctws.org))

Technical issues with uploading files? Contact the IT Committee ([Texas.chapter@tctws.org](mailto:Texas.chapter@tctws.org))