



How to Upload On-Demand Videos

1. Log into the [virtual platform](#), using your unique access link that was emailed to you.
2. Click my agenda.




3. Your specific session should show up under my agenda. Once you find the session to which you want to add your video click into it.

- Once you have entered the session you will see a button labeled Manage. Click this button to access the speaker view to add documents/videos.


[← BACK TO AGENDA](#)

[NOTES](#) [MANAGE](#)

Session Name

 **Michelle Mears**
ConferenceDirect
Global Project Manager

 **Lian Schenatto**

 **Jacque Hooper**
ConferenceDirect
Event Services Manager

 **Michele Feder**
Materials Research Society
Associate Director of Engagement

🕒 12:00 PM - 1:00 PM -03 on Monday, November 29
[Add to Calendar](#)

26	0	50	45
DAYS	HRS	MIN	SEC

📺 Video will be available after the session starts

[Chat](#) [Polls](#) [Files](#) [People](#)



No Messages

No messages have yet been sent.

- From here you will need to click the videos tab. Then click the add new video button.

[↑ Back to meeting details](#)

Session Name

🕒 12:00 PM - 1:00 PM -03 on Monday, November 29
[Add to Calendar](#) ▾

[Quick Settings](#)

[Files](#)

[Videos](#)

[Polls](#)

[Check-in](#)

Settings

****Note: DO NOT check the box that says release uploaded video on meeting start time.**

Release uploaded video on meeting start time

Manage Videos

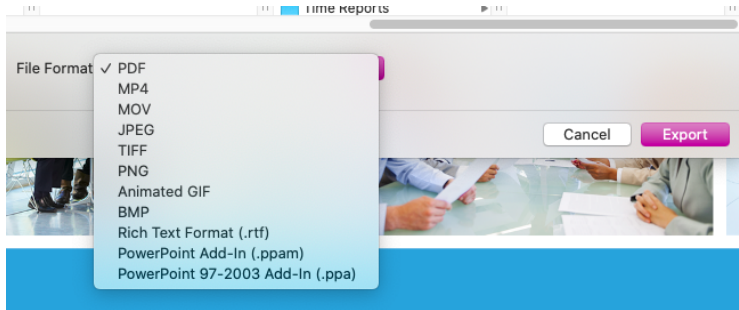
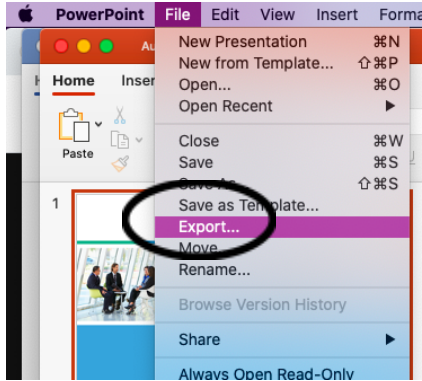
[ADD NEW VIDEO](#)



No Files

[Add a file to get started](#)

6. Click the upload button and navigate through your computer to find the video. The video **MUST** be in either a .mov or .mp4 format and no larger than 10GB. Display name must be filled in, this will be how the video is labeled and shown to the registered attendees. If your file is in PowerPoint, export the file into either .MP4 or .MOV before uploading, see below.



Manage Videos

ADD NEW VIDEO

Type

File

Please upload any file up to 10.0 GB size

Display Name

CANCEL




No Files
Add a file to get started


Display name must be filled in, this will be how the video is labeled and shown to the registered attendees.

7. Scroll down and click "Save"

Manage Videos

ADD NEW VIDEO

Type	<input type="text" value="Upload Video"/>
File •	<div> MRS Video Example.mp4  </div> <p>Please upload any file up to 10.0 GB size</p>
Display Name •	<input type="text" value="Video Example"/>
<p>CANCEL SAVE</p>	


No Files
Add a file to get started