



ASC Annual Scientific Meeting

Speaker Portal Guide

This Speaker Portal Guide serves as a comprehensive resource for participants throughout their involvement in the ASC Annual Scientific Meeting. From submitting a proposal or abstract to completing speaker requirements after acceptance, the Speaker Portal is the central location for managing your meeting participation.

What's Included in the Guide:

1. Accessing the Speaker Portal

- Portal Link
- Sign In Instructions

2. Updating Your Profile

- Keeping your information current
- Biography and headshot

3. Submitting Proposals and Abstracts

- Submission Periods
- Submission Guidelines
- Speaker Roles and Responsibilities

4. Accessing the Speaker Ready Room

- Conflict of Interest Forms
- RSVPs
- Uploading Handouts and Posters

5. Credits and CME

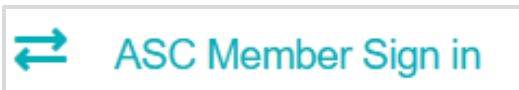
- Complete Evaluations
- Manage Credits
- View Handouts from Sessions that You Attended
- Print Certificates

Please contact the ASC National Office at asc@cytopathology.org with any questions.

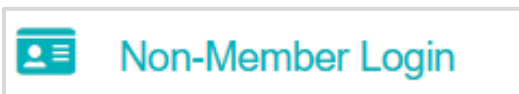
1. Accessing the Speaker Portal

Portal Link: <https://ww3.aievolution.com/cyto/>

ASC Members: Sign in with your ASC username and password.



Non-Members: Sign in using the email and password previously used for submissions, registration, or claiming credits. If you received a temporary password, use it to log in, then update your password.



New Users: Create a Profile through the Non-Member Login. Be sure to fill out the credit typer you are claiming for.

⚠ Do not create a new account if you have previously used the portal or have been added as a speaker by another user. If you're unsure whether an account exists, contact asc@cytopathology.org before creating a new account.

2. Updating Your Profile

Keep your information current.

Use **My Profile** to:

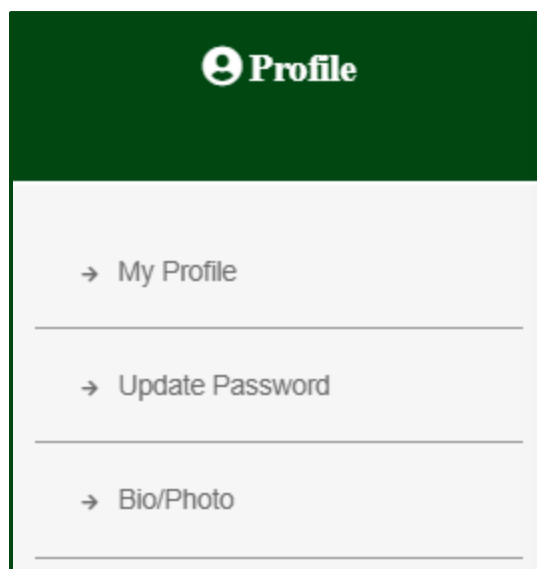
- Update your contact information.
- Update your institution or email address.

Use **Update Password** to:

- Change your password.

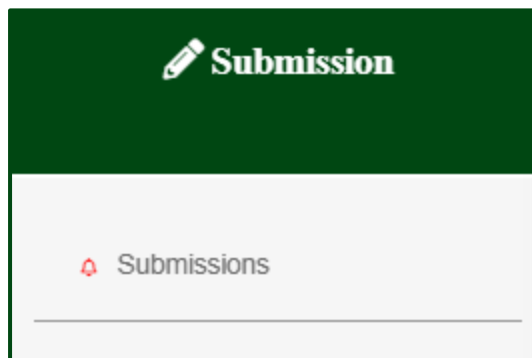
Use **Bio/Photo** to:

- Update your biography
- Upload a professional headshot.



3. Submitting Proposals and Abstracts

Submission Periods	Opens	Closes
Call for Proposals	December	January
Call for Abstracts	February	May



Instructions, Guidelines and Due Dates are available on the submission page.

Please note:

- Order the speakers in the way you would want them to appear in print.
- All speakers must complete an electronic Conflict of Interest form.
- Do not submit a Proposal or Abstract more than once.
- Submissions constitute a commitment by at least one speaker to be present at the Annual Scientific Meeting if accepted.

Roles:

- **Submitter**
 - Can edit submissions up until the due date.
 - Can view current and previous conference submissions.
 - Adds co-speakers/co-authors and tracks Conflict of Interest forms.
 - Will receive all updates about their Proposals and Abstracts and will share these communications with their co-speakers/co-authors.
- **Lead Speaker / First Author**
 - Will be listed first on the program and printed materials.
 - Must submit the Conflict of Interest form to complete the submission.
- **Co-Speakers / Co-Authors**
 - Added to Proposals and Abstract by the Submitter.
 - Must submit the Conflict of Interest form to complete the submission.

4. Accessing the Speaker Ready Room

After acceptance, the Speaker Ready Room becomes your hub for completing required speaker tasks.

Select the current meeting's Speaker Ready Room to:

- View your forms
- View your speaking schedule
- RSVP to your sessions
- Upload Handouts and ePosters



⚠ Complete the Speaker Requirements:

Step 1: Submit Your COI Form

- Complete ASAP
- Required for all speakers
- Complete if the status show “incomplete”

Title	Status
Conflict of Interest Disclosure Form	Incomplete



Title	Status
Conflict of Interest Disclosure Form	Completed View/Print

Step 2: RSVP to Your Session

- Complete ASAP
- Required for all speakers
- Confirms your participation
- Contact the ASC if you have a conflict with your presentation date/time

Event Title: Breakout Session	
Type: Short Course	UPLOAD HANDOUT
Time: 8:00 AM - 9:30 AM	
Role: Speaker	
RSVP *	Incomplete



RSVP	Confirmed
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Step 3: Upload Handouts and ePosters

- Complete by October 15th
- Handouts and ePosters are required to be ACCME/ABP compliant
- File Recommendations

Handouts: Convert your PowerPoint presentation into a 3 or 6-slide per page PDF handout and add the ASC cover page

ePosters: Upload the poster as a PDF

Event Title: Breakout Session	
Type: Short Course	
Time: 8:00 AM - 9:30 AM	
Role: Speaker	
RSVP	Confirmed



Event Title: Breakout Session	
Type: Short Course	
Time: 8:00 AM - 9:30 AM	
Role: Speaker	
RSVP	Confirmed

Electronic Submissions

- **View** - Short Course - 0800_0_Smith_TEST.pptx · [Edit/Remove File](#)

Need help uploading your Handout or ePoster? View these step-by-step instructions:

1. Select **Upload Handout** for both presentation handouts and ePosters
2. **Presentation File:** Add the file.
3. **Document Tag:** Select Handout or Poster.
4. **Title:** Name your file using the coordinating session and poster number, if applicable.
Example: "Short Course #1 Handout" or "Poster #1"
5. Select **Upload**. You can view, edit, and remove the file up until the due date.

5. Credits/CME

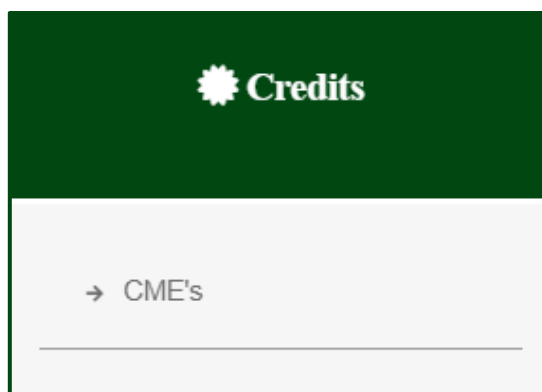
The Credits section provides a summary of all conferences that you have registered for and participated in.

Select **Credit Summary** to:

- Complete required session evaluations
- View and manage your earned credits
- View handouts and details of sessions that you attended

Select **Print Certificate** to:

- Download or print your certificate after credit has been awarded.
- Be sure to complete any evaluations before printing.



Action
CREDIT SUMMARY
PRINT CERTIFICATE

How to locate and view handouts for the sessions you attended:

1. Select Credit Summary.
2. Select the session that you want to find a handout for.
3. In the pop-up session page, select the Handout.
4. The handout will open in a separate window.

