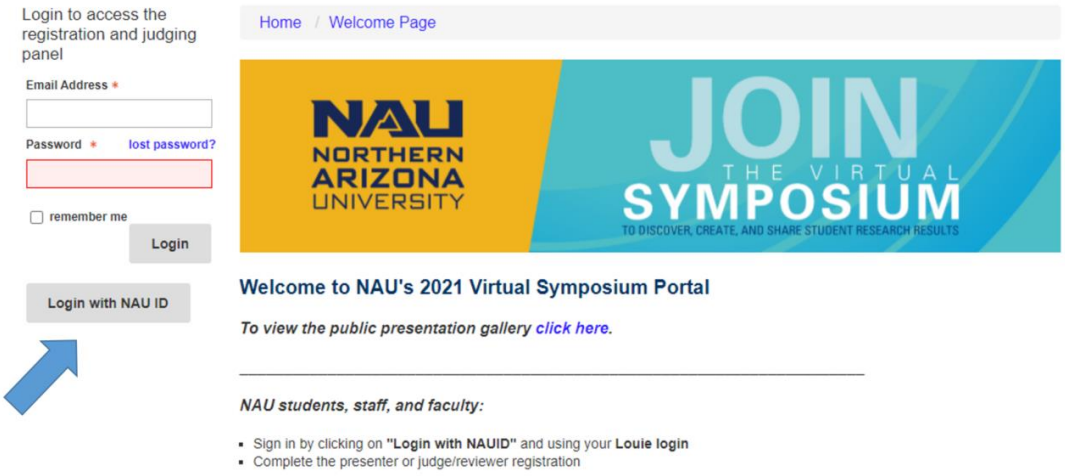
Uploading a Presentation for NAU's 2021 Virtual Symposium

Step 1: Go to nau.edu/symposium

Step 2: Click on "Register to present or judge" in the right-hand column

Step 3: Log into Virtual Symposium Registration Portal

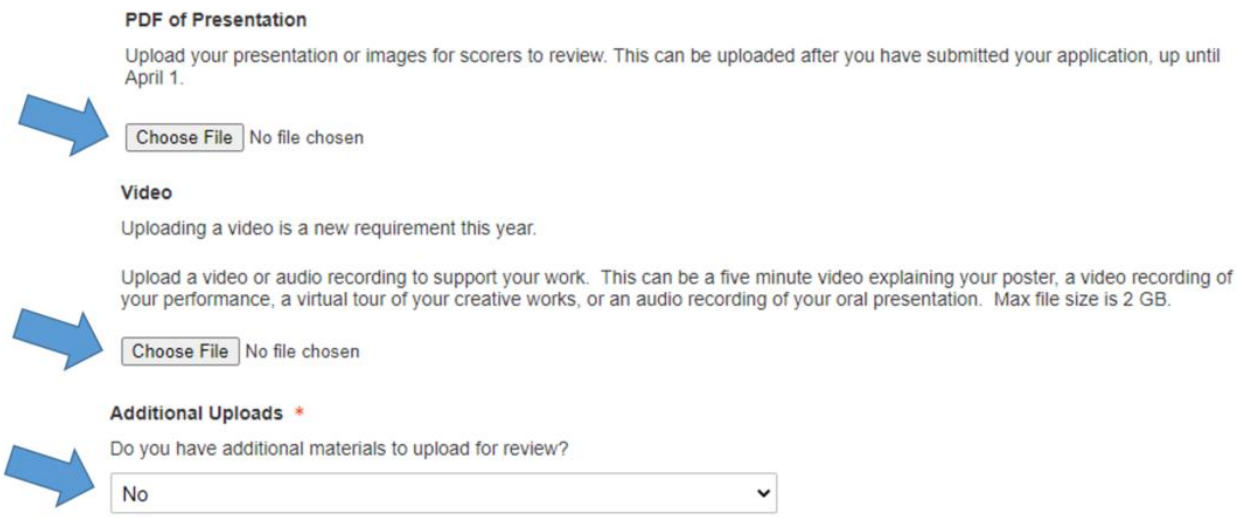
a. Click on "Login with NAU ID".



b. Enter NAU Credentials into CAS Login system, e.g., ab123@nau.edu.

Step 4: Upload presentation documents and video

- **a.** Click on “Upload Your Presentation”
- **b.** Under the abstract, you will see the option to upload a PDF and/or video.
  - For optimal preview and viewing capabilities, upload your poster as a PDF only.
  - The 5 minute video can be uploaded in the video section. Most popular web, content, and professional media formats are accepted. If working on a team, you can opt to upload additional videos if each member is recording their own part of the presentation.
  - For images of exhibits, you can upload JPG or PNG images.



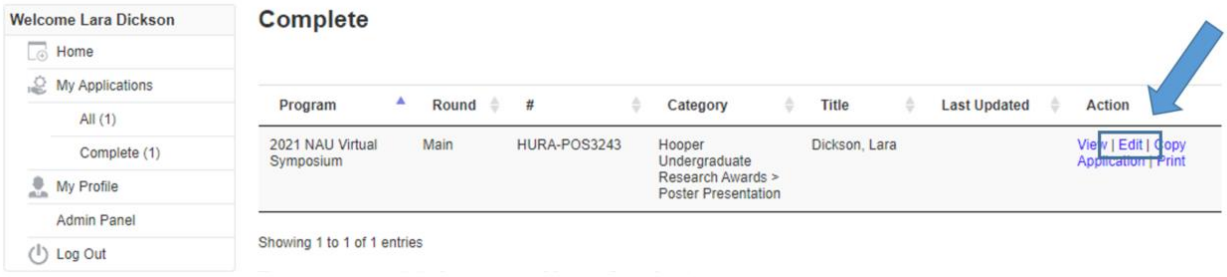
Step 5: Click “Done” at the bottom of the page to save uploads.

If you have any questions or need further assistance, email the Office of Undergraduate Research and Creative Activity at ug-research@nau.edu.

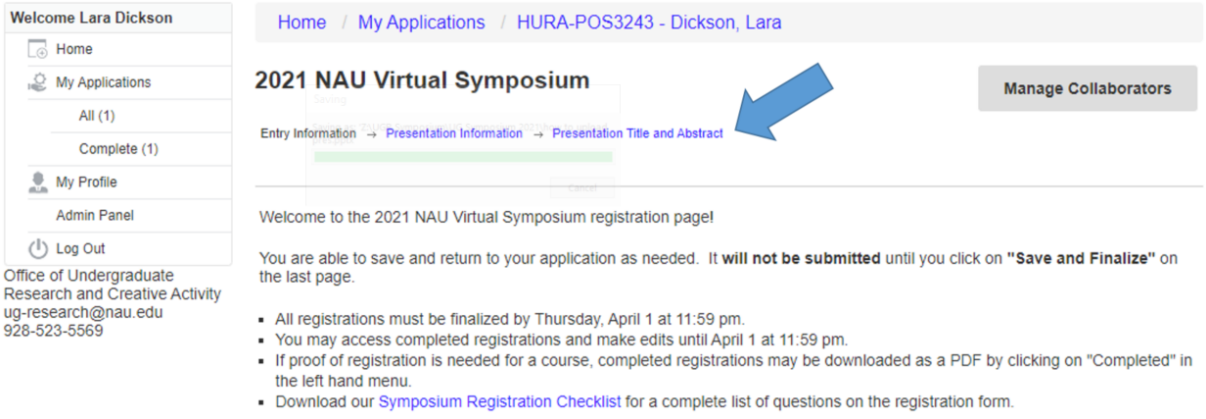
To access completed registrations:

Step 1: Click on “Complete” under “My Applications” to access your completed registration.

Step 2: Click on “Edit” under the “Action” menu to access the registration.



Step 3: Go to the “Presentation Title and Abstract” page of the registration. Access page 3 of your registration by clicking on “Presentation Title and Abstract” in the breadcrumb at the top.



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