IWAQFR10
Instructions for Uploading Materials

1) Go to the Workshop event page https://congresos.cuaieed.unam.mx/event/5/ Login with your ID and Password

2) Click on **My Contributions** in the left sidebar menu (this item appears only for the abstract submitters)

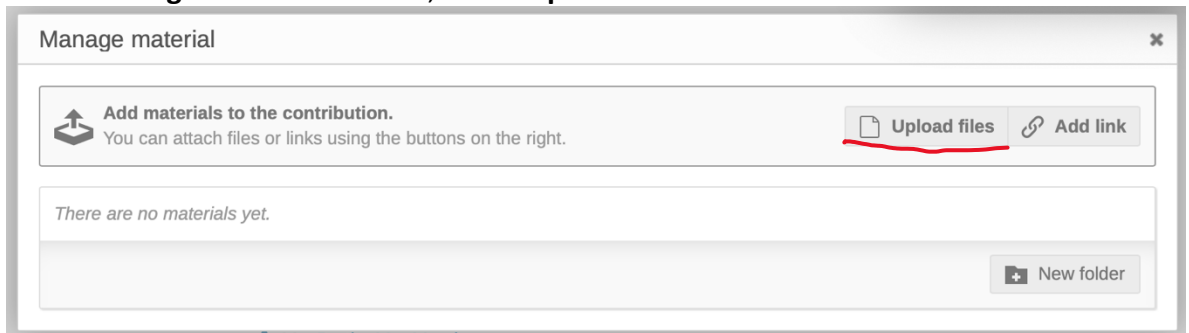3) In the right side of the contributions display, click on the pencil icon (right)
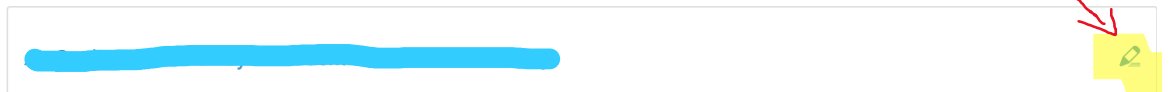
4) A refresh page is displayed with your abstract and author. You can update the information and add the material at the bottom by clicking on the pencil icon (right) in the **Presentation materials** title.
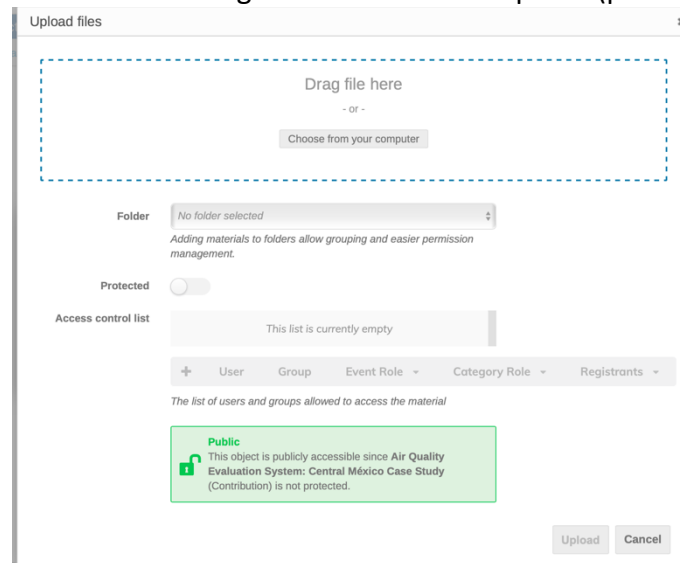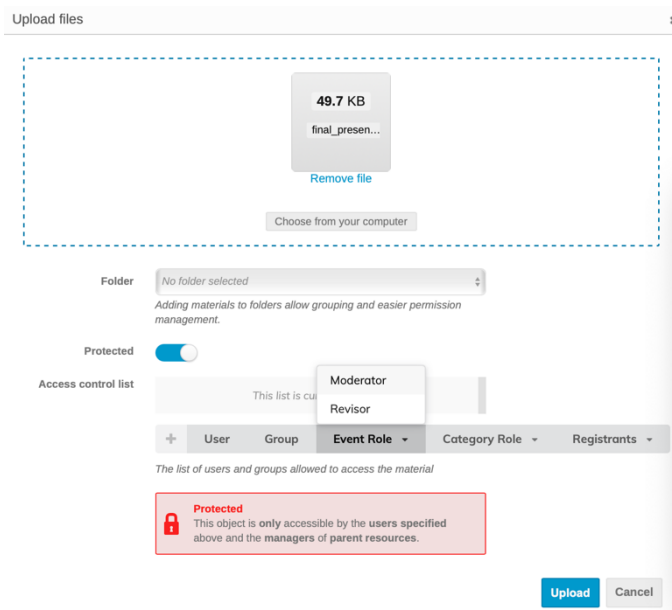

5) In the **Manage material** window, select **Upload files**.

6) In the **Upload files** window drag or choose a file to upload (preferably a pdf file)

7) (OPTIONAL) After selecting the file, you can choose to protect it. In case you would like to proceed to protect it, we recommend: in the **Event Role** choose **Moderator** (to allow the Moderator to access the presentation).

8) After clicking the **Upload** button, a **Manage material** window will appear and inform you that the file has been uploaded.
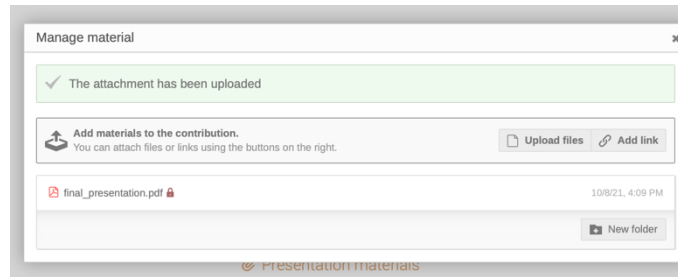
9) To delete the material: follow the steps from 1 to 4. And by using the cursor a highlight icon appears, choose the trash can.