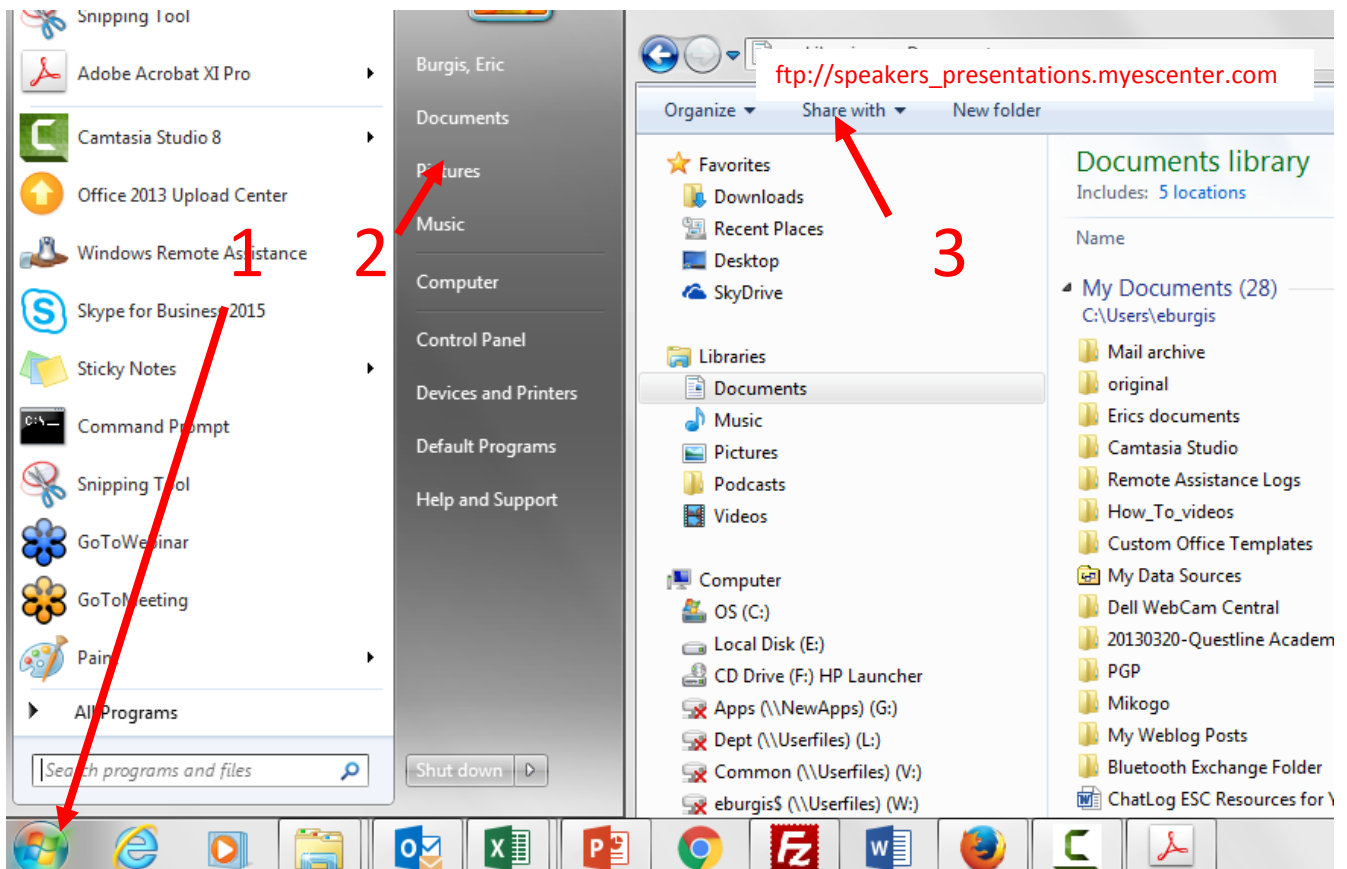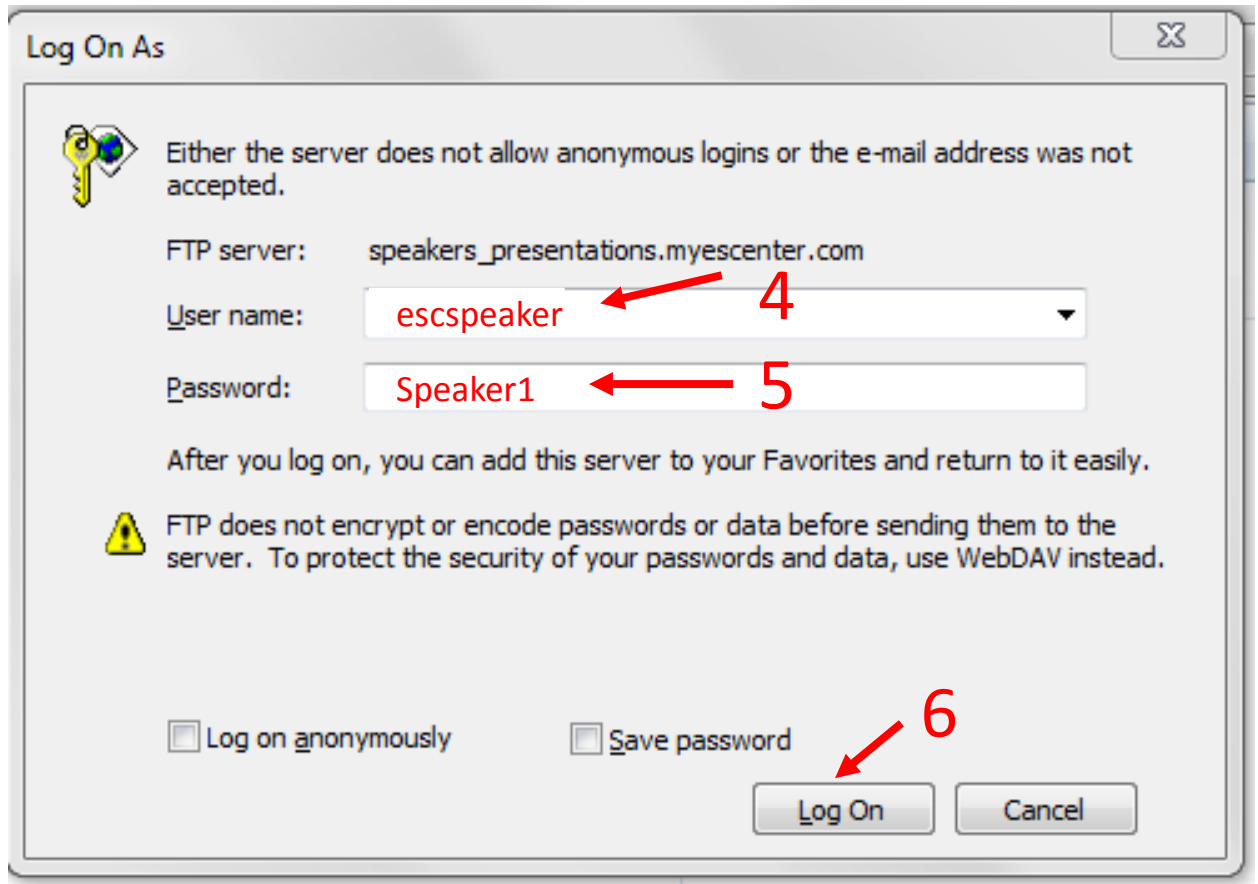# Presentation Upload Instructions
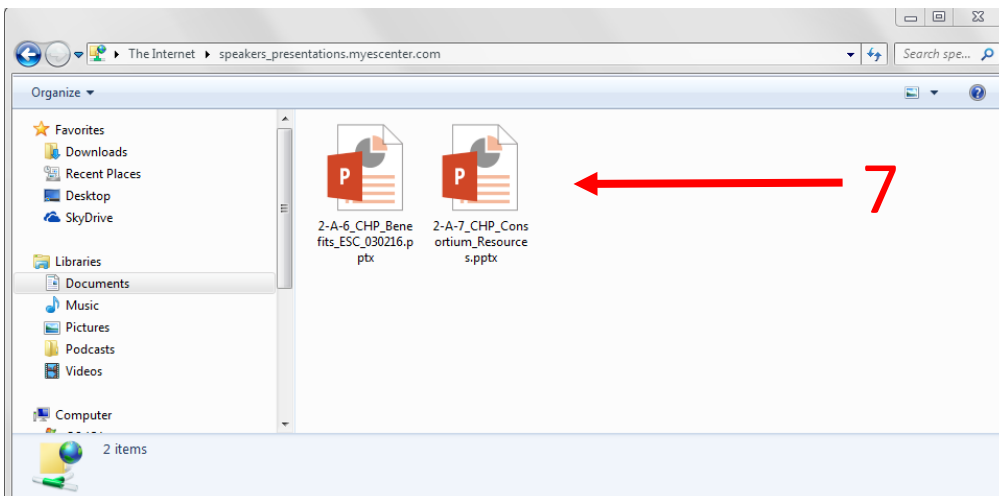
- Open a Documents Window from your computer (not a web browser)

- **Copy** and **paste** the following link into the header and press enter (*Do Not Click The Link):*

    ftp://speakers_presentations.myescenter.com

Enter case sensitive user name and password then click Logo On.

Once logged on, the new window opens, you can drag and drop your presentation onto this window and when you see it there, you are done. **(Please make sure to name your presentation with company and presenter name. Do not label it "ESC Presentation".)**

Should you have any questions or need assistance, please contact Stephanie Moran at (202) 824-7152 or SMoran@escenter.org