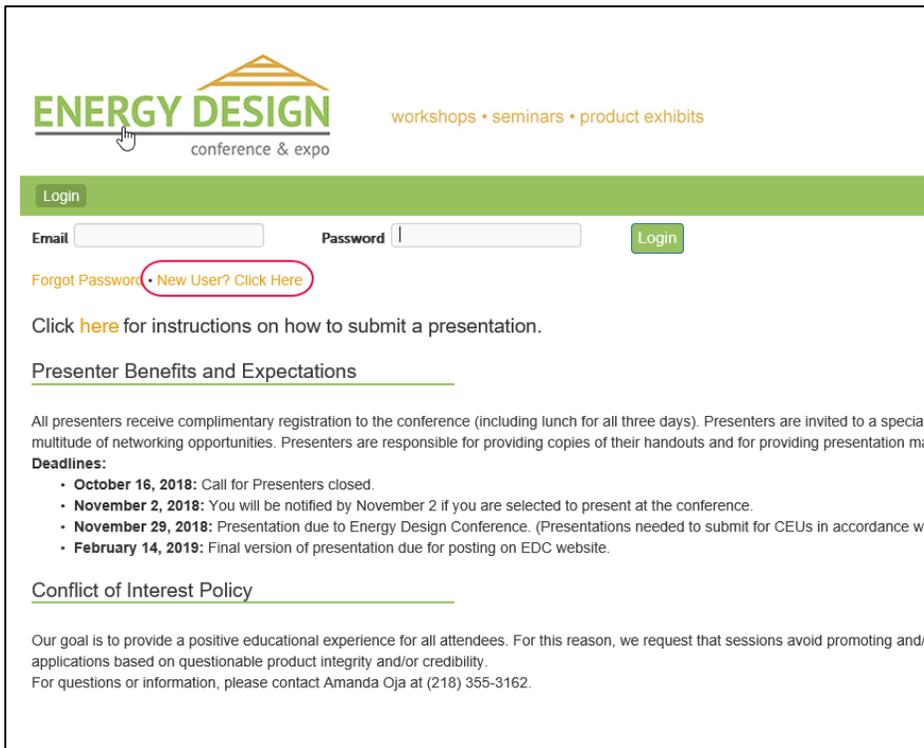


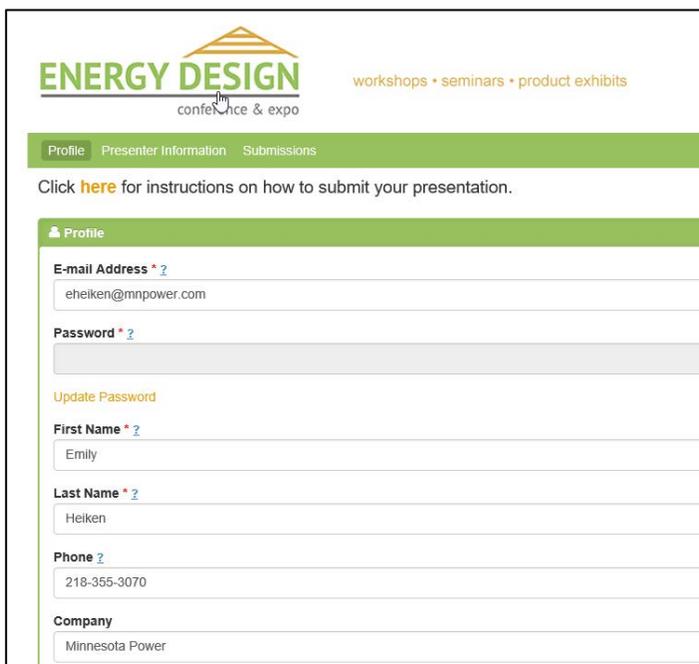
Presentation Submission Instructions

1. Returning users log in. New Users will need to create a profile you can do this by clicking either the “New User? Click Here” link.



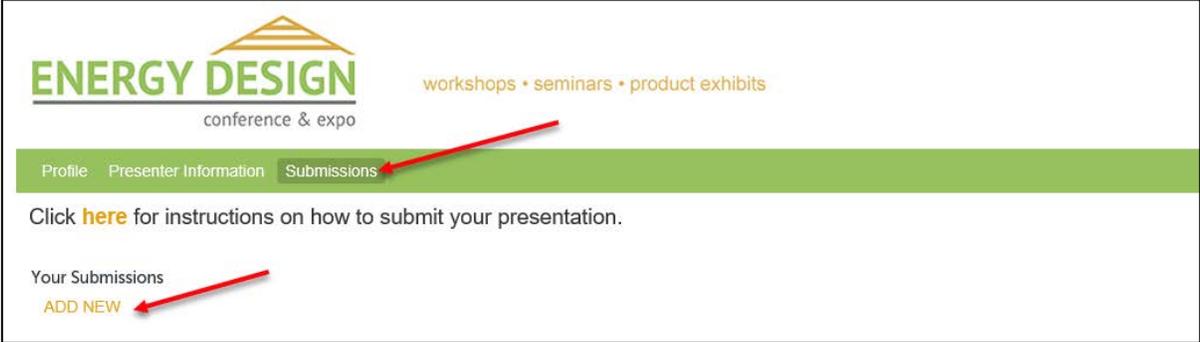
The screenshot shows the Energy Design website's login page. At the top left is the logo for Energy Design, which includes a stylized house icon above the text "ENERGY DESIGN" and "conference & expo" below it. To the right of the logo is the text "workshops • seminars • product exhibits". Below the logo is a green "Login" button. Underneath the button are two input fields: "Email" and "Password", followed by another green "Login" button. Below the password field is a link "Forgot Password • New User? Click Here", where "New User? Click Here" is circled in red. Below the login section is a link "Click here for instructions on how to submit a presentation." followed by a section titled "Presenter Benefits and Expectations" with a green underline. The text below this section describes complimentary registration and networking opportunities. A "Deadlines:" section lists three dates: October 16, 2018; November 2, 2018; and February 14, 2019. Below that is a section titled "Conflict of Interest Policy" with a green underline, followed by text about avoiding promotional content and contact information for Amanda Oja.

2. **New and Returning users.** Enter all of the necessary profile information in the spaces provided and click “Save”. You will not be able to submit a presentation until all required questions are answered.

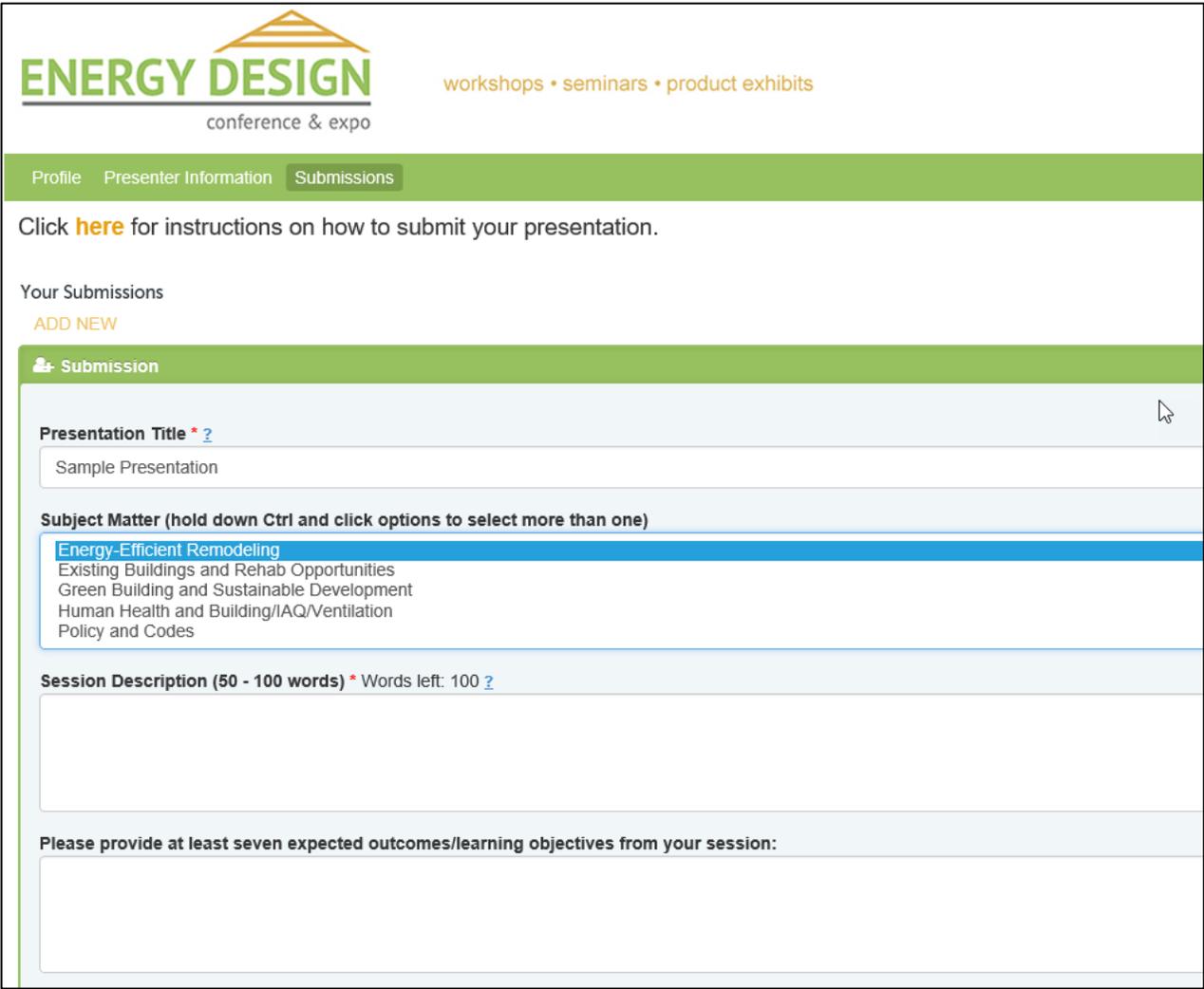


The screenshot shows the Energy Design website's profile creation page. At the top left is the logo for Energy Design, which includes a stylized house icon above the text "ENERGY DESIGN" and "conference & expo" below it. To the right of the logo is the text "workshops • seminars • product exhibits". Below the logo is a green navigation bar with three tabs: "Profile", "Presenter Information", and "Submissions". Below the navigation bar is a link "Click here for instructions on how to submit your presentation." followed by a section titled "Profile" with a green header and a person icon. The profile section contains several input fields: "E-mail Address" with the value "eheiken@mnpower.com", "Password" (empty), "Update Password" (a link), "First Name" with the value "Emily", "Last Name" with the value "Heiken", "Phone" with the value "218-355-3070", and "Company" with the value "Minnesota Power".

- 3. Continue to the Submissions page by clicking "Submissions" on top navigation ribbon. Here is where you will begin your presentation submission. To begin, click "ADD NEW". Complete one presentation submission at a time, you will be able to add more later by clicking "ADD NEW" again.



- 4. You will be presented with a list questions to answer regarding your presentation submission. Please answer all questions thoroughly.



5. You can add additional presenters by clicking “ADD NEW” under **Additional Presenter** section.

Anticipated level of knowledge participants should have to attend this session:

Basic Intermediate Advanced

Additional Presenter

ADD NEW 

Full Name

▼ Emily Heiken

▲ Jane Doe

6. You will enter the co-presenter’s information here. Once entered click “save”.

Additional Presenter

ADD NEW

 **Create applicant**

Applicant Type * ?

Co-Presenter

E-mail Address * ?

jdeer@mnpower.com

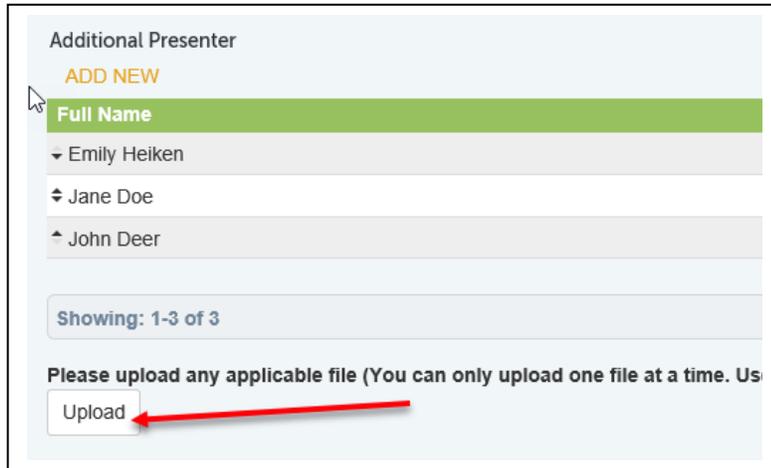
First Name * ?

John

Last Name * ?

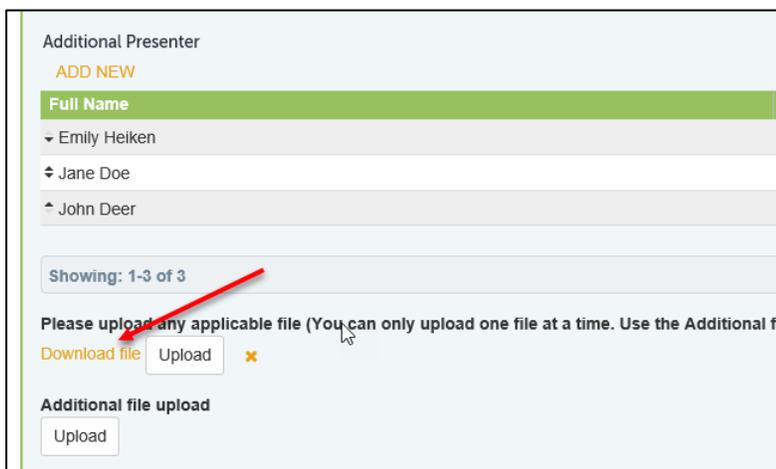
Deer|

7. You can also upload your presentation.



The screenshot shows a section titled "Additional Presenter" with an "ADD NEW" link. Below is a table with a header "Full Name" and three rows: "Emily Heiken", "Jane Doe", and "John Deer". Below the table is a "Showing: 1-3 of 3" indicator. At the bottom, there is a message: "Please upload any applicable file (You can only upload one file at a time. Use the Additional file upload section)" and an "Upload" button. A red arrow points to the "Upload" button.

8. You will know your file has uploaded when you see the "Download file" link appear. Click the link to ensure you have uploaded the correct file. You can only upload one file at a time. Use the other "Upload" buttons to add additional files.



The screenshot shows the same "Additional Presenter" section as above. Below the "Showing: 1-3 of 3" indicator, there is a message: "Please upload any applicable file (You can only upload one file at a time. Use the Additional file upload section)". Below this message, there is a "Download file" link and an "Upload" button. A red arrow points to the "Download file" link. Below this section, there is another "Additional file upload" section with an "Upload" button.

9. After you have entered all of the necessary information click "save & submit". You can also click "save & continue later" if you would like to finish your submission at a later time.

10. If you would like to submit another presentation click "ADD NEW" under **Your Submissions**.

If you need to edit your presentation, or need to complete a previously started submission, you can log back in using your email address and password you entered when creating your profile.

Click on the submission you would like to edit to open it. Remember to save & submit when complete.

*If you need assistance please contact Eva Chicheko at echicheko@allete.com or 218-355-3306