NDEO Conference Presenter Commitment Instructions

1. Log into your account on the NDEO website at www.ndeo.org.

   **Account Login**
   
   Username:  
   Password:  

   ![Login Form]

   If this is the first time you will be logging in to your account since 1/18/2022 please use the following tips to access your account:

   - Select the "Forgot Password" button.
   - In the username field and type in your email address (be sure there are no additional spaces)
   - You will then get an email with a link to reset your password.
   - Click on the link to proceed to change your password
   - If you are having any issues with this you may want to consider clearing your cookies/cache but you can also email membership@ndeo.org for further assistance.

2. Proceed to your Member Dashboard by clicking in the tophand right corner.

3. Click on Presenter Session(s) and then on this year’s conference.

   ![Session Table]

<table>
<thead>
<tr>
<th>Presenting At</th>
<th>Session(s)</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Let's Make Dance Together: Reigniting the Creative Spark</td>
<td>TEST</td>
<td>10/28/2022 - 10/31/2022</td>
</tr>
</tbody>
</table>
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4. If you are presenting on more than one session, you will see the option of which session to click on.
5. Once in the session, click on the red Commitment Form button to confirm your session. The button will turn green once your commitment is recorded.

6. Answer the question regarding any needed changes to your session and then type your name and the date (as shown in gray) in the box at the bottom. **NOTE: If there are multiple presenters on the session, only ONE should submit changes to the session.** If you need to make changes to your session, follow the prompts and input your new information.