

How to Convert a PowerPoint Presentation to a PDF Using the Print Function

Instructions for Microsoft PowerPoint (Windows or Mac)

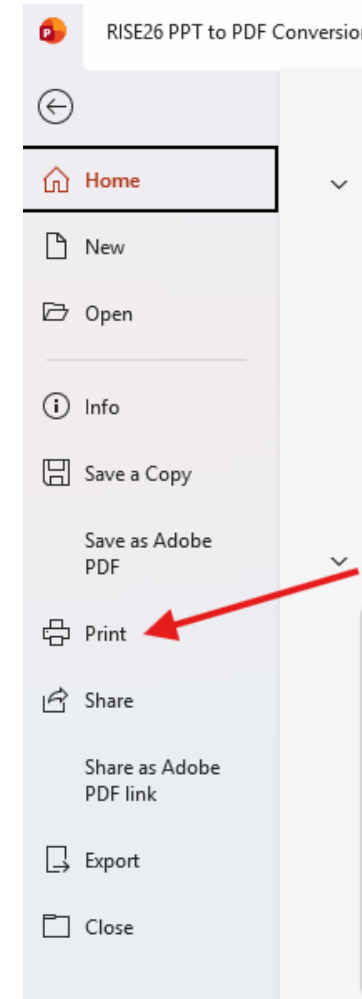
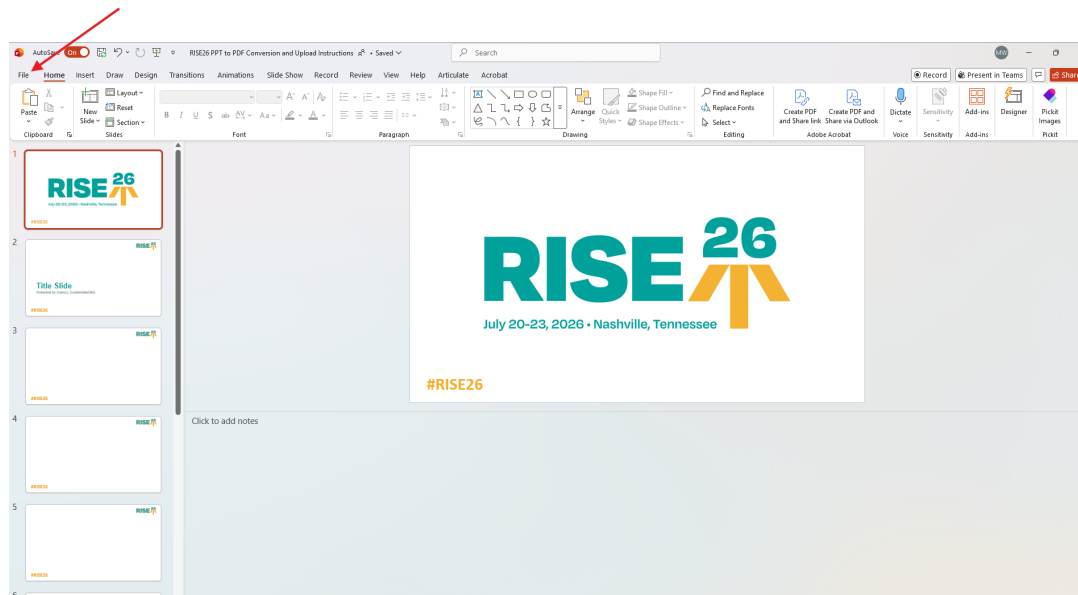
Upload Requirements

Please upload presentation materials as a PDF with one full slide per page.

PDFs created using handout layouts (multiple slides per page), notes pages, or outline views may not display properly in the conference mobile app and can be difficult for attendees to view.

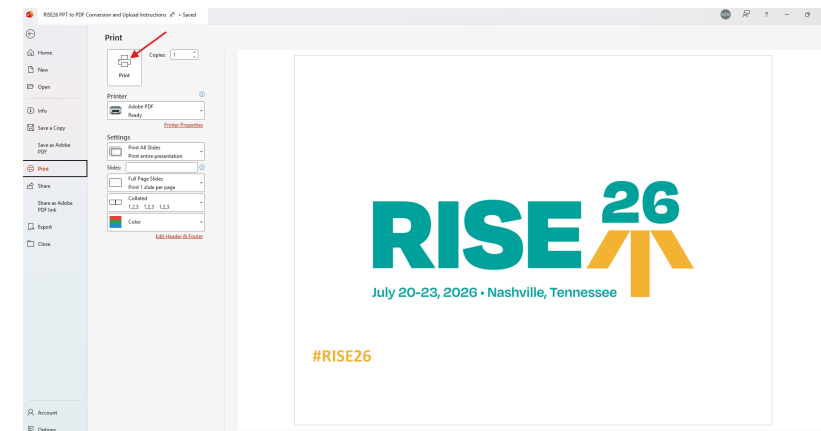
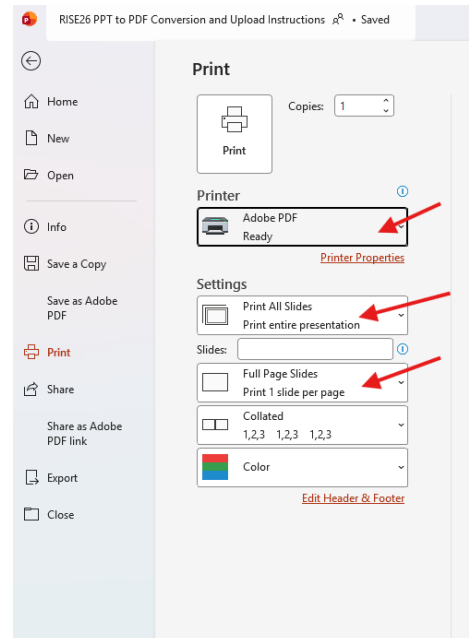
Please Use the Following Steps

1. Open your PowerPoint presentation.
2. Select **File**
3. Select **Print**.



Please Use the Following Steps (cont.)

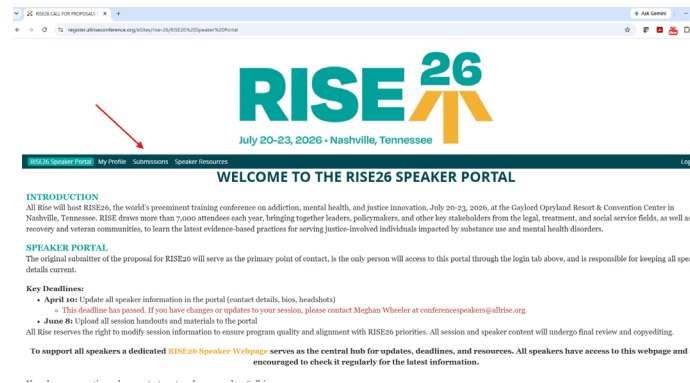
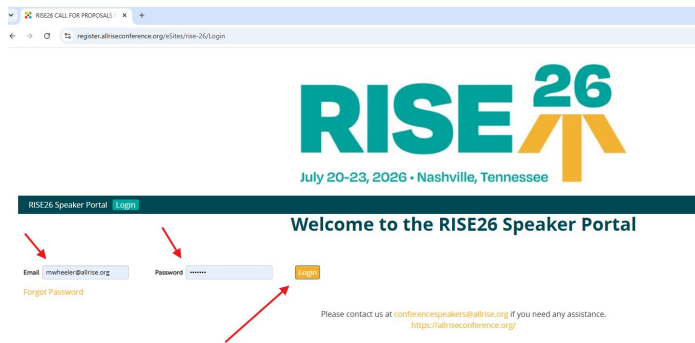
4. Under **Printer Settings**, select the “**Full Page Slides**” option.
 - Do not select Handouts, Notes Pages, or Outline View.
5. Under **Printer Settings**, select the “**Print All Slides**” option.
6. In the **Printer dropdown menu**, select:
 - Adobe PDF (Windows) or Save as PDF/PDF (Mac).
7. Click **Print**.
8. Choose a location to save the file and enter a file name.
9. Click **Save**.



How to Upload the PDF File to the Speaker Portal

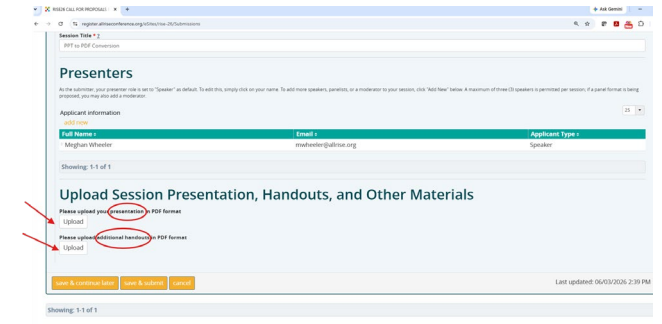
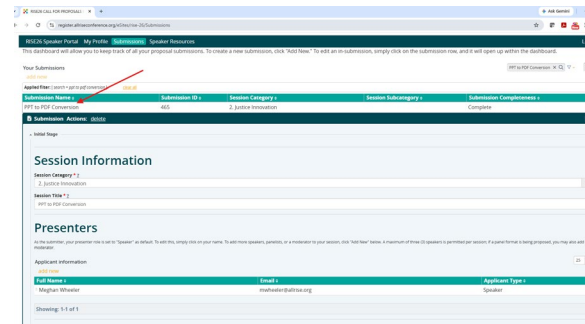
Please Use the Following Steps

1. Log in to the **RISE26 Speaker Portal** using your speaker credentials.
2. Navigate to the **Submissions** page.
3. Locate your accepted session.
If needed, use the filters in the upper-right corner to display accepted submissions.



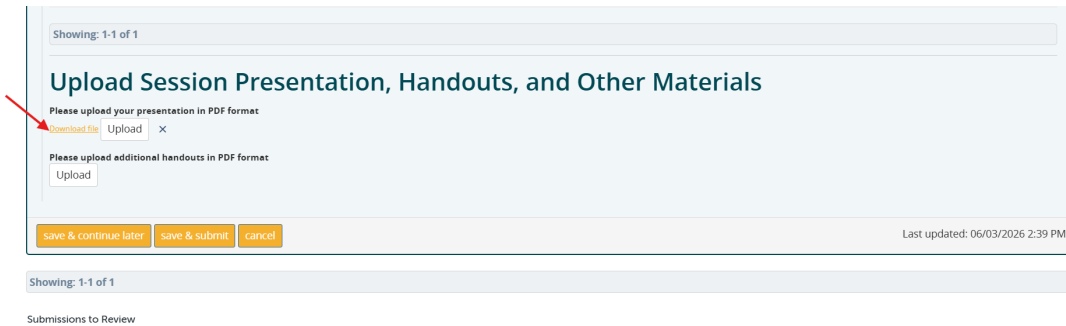
Please Use the Following Steps

4. Select your session title to open the session details.
5. Navigate to the **Materials Upload** section at the bottom of the page.
6. Click **Upload File**.
7. Select your PDF file from your computer.
8. Click **Upload** and wait for the upload to complete.



Please Use the Following Steps

9. Confirm that the file appears in the Materials section and displays the correct file name.
10. Repeat the process if you have a second PDF to upload.
11. Click “Save and Submit.”



Showing: 1-1 of 1

Upload Session Presentation, Handouts, and Other Materials

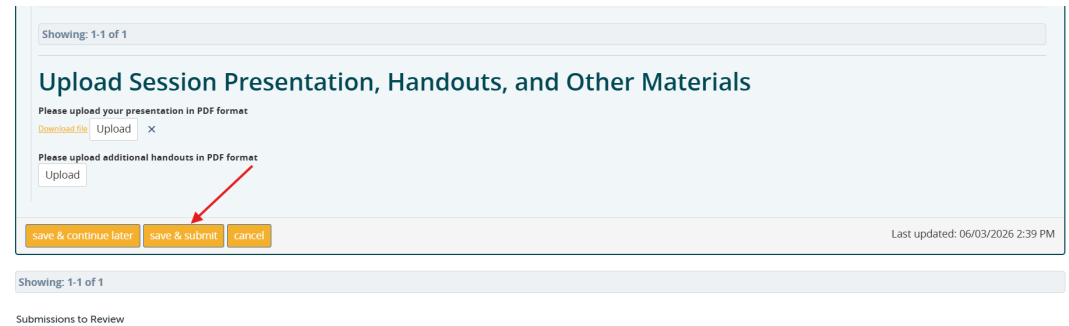
Please upload your presentation in PDF format
[Download file](#) Upload x

Please upload additional handouts in PDF format
Upload

[save & continue later](#) [save & submit](#) [cancel](#) Last updated: 06/03/2026 2:39 PM

Showing: 1-1 of 1

Submissions to Review



Showing: 1-1 of 1

Upload Session Presentation, Handouts, and Other Materials

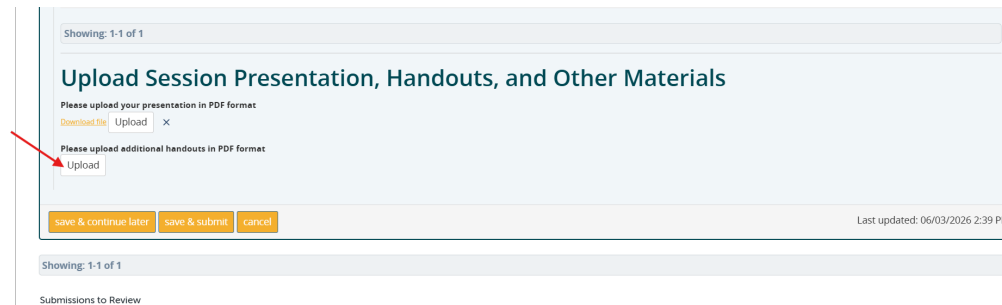
Please upload your presentation in PDF format
[Download file](#) Upload x

Please upload additional handouts in PDF format
Upload

[save & continue later](#) [save & submit](#) [cancel](#) Last updated: 06/03/2026 2:39 PM

Showing: 1-1 of 1

Submissions to Review



Showing: 1-1 of 1

Upload Session Presentation, Handouts, and Other Materials

Please upload your presentation in PDF format
[Download file](#) Upload x

Please upload additional handouts in PDF format
Upload

[save & continue later](#) [save & submit](#) [cancel](#) Last updated: 06/03/2026 2:39 PM

Showing: 1-1 of 1

Submissions to Review

Need Assistance?

If you experience difficulties accessing the Speaker Portal or uploading materials, please contact the RISE26 Conference Team at conferencespeakers@allrise.org for assistance.

RISE 26

The logo for RISE 26 features the word "RISE" in a bold, teal, sans-serif font. To its right, the number "26" is also in teal but positioned higher. Below the "26" is a stylized graphic element consisting of three vertical bars of varying heights and widths, colored in a golden-yellow hue, resembling a stylized "26" or a set of steps.

July 20-23, 2026 • Nashville, Tennessee

#RISE26