Panel Presenter Instructions:

Please remember each panelist must register for the conference and pay the appropriate fee in order to take part in the IEEE PES General Meeting.

- Your presentation must be on the PES PPT template on the [PES PowerPoint Template](#).

- Your company logo can appear on the first & last slides only. Please note, if your presentation is not on the PES PPT template, you cannot take part in the session.

- Please upload a PDF of your PPT presentation to the submission site for posting to the PES Resource Center only. You will still need to send your presentation to your session chair in advance of the meeting.

- Here are the **instructions for uploading PDFs of your presentation**

1. After you prepare your PowerPoint Presentation, please create a PDF of your presentation.
2. Go to the 2025 IEEE PES General Meeting paper submission website and log in.
    a. https://submissions.mirasmart.com/PESGM2025/Login.aspx
    b. enter your user login & password

**If you have never accessed the site, you need to complete the creation of your account by accessing the link below.

  If you have already been on the site and do not know your login or password, click on "forgot my password" and enter the email address to which you received this email. The system will send you an email with your login name and a link to reset the password.

3. You will be brought to your author menu
4. Next click on "upload my presentation"
5. Next Click on "I have read the PSPB Manual on Plagiarism...."
6. Confirm that your presentation is not in review someplace else.
7. Click on "save and continue"
8 Click on Accept my paper (even though no paper was submitted, this will bring you to the IEEE Electronic Copyright / consent form. We need you to complete the copyright / consent form so that we can post your PPT presentation to the PES web site post conference. It is only used for consent to post the PDF of your PPT.
9. Follow the steps and complete the copyright / consent form
10. Once all of the fields are complete - click on "return"
11. Now you will b e brought to the screen to upload the PDF of your PPT presentation

12. Click on "upload PPT presentation"
13. choose your file from your computer (pdf of your presentation)
14. click on upload
15. Click on "view Presentation"

- Presentation instructions can be found at; http://www.ieee-pes.org/technical-session-guide-for-the-presenter.

- Report to the presentation session room at least 5 minutes before the session is scheduled to start and check in with the session moderator.

- Please practice your presentation to be sure to present it in the allotted time. You can check with the session moderator to see how much time he or she has allotted for your presentation.

- Please don't go over the allotted time as there are strict time limits and we want to allow everyone an opportunity to speak and to have Q&A.