

SPEAKER REGISTRATION



Submitting a Copy of Your Presentation/Handout

You may submit your presentation to Peter Yorgin by:

1. e-mail attachment to pyorgin@yahoo.com
 - a. There is a way to decrease the size of your presentation if you are using photos in the presentation. This makes it much easier to send the presentations by e-mail.
 - b. Right click on a photo in the PowerPoint presentation
 - c. Select Format Picture
 - d. On the bottom left of the window click Compress
 - e. Select Web/Screen
 - f. Click on All Pictures in Document
 - g. Click OK
 - h. Click OK

2. If the file is too big to send by e-mail, then
 - a. Go to <http://healthcaremissionsadmin.org>
 - b. When you are asked for a username: GuestHCMMC
 - c. Password: zaq1xsw2
 - d. Click on Shared Documents on the left side of the home page
 - e. About 2/3 of the way down the Shared Documents page you will see a folder entitled "PRESENTATIONS". Click on the folder
 - f. Click on Upload Document at the bar on the top
 - g. Browse to find your presentation
 - h. Click on it
 - i. Click Save It on the upper bar

If you have problems please contact Peter Yorgin pyorgin@yahoo.com

Note re Printing of Handouts and Power Point Presentations: We are trying to be good stewards of what God has given us, including the earth's resources. As a result, we do not provide copying service. Instead we post all information on the website Lecture and Handout pages at <http://healthcaremissions.org/Learn.html>

Please send all handouts and slide presentations to Peter at pyorgin@yahoo.com as soon as possible and at least 7 days prior to the conference. Peter is unable to guarantee that presentations sent after that will be posted in time for the conference. You are welcome to print your own handouts.