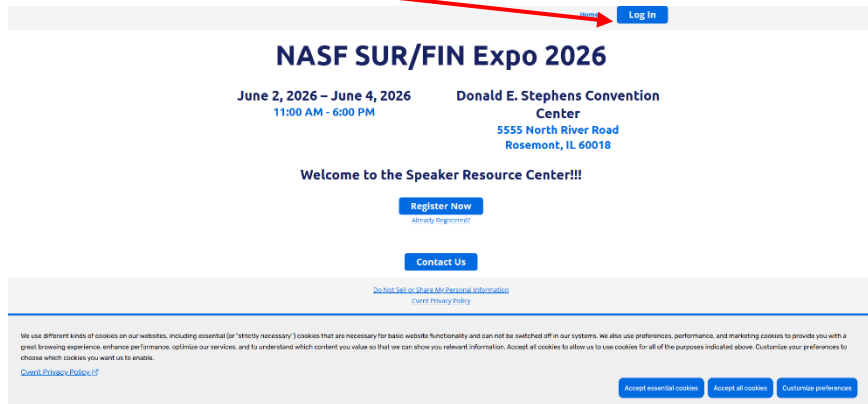


1. Go to the [Speaker Resource Center](#)
2. Select “Log In”



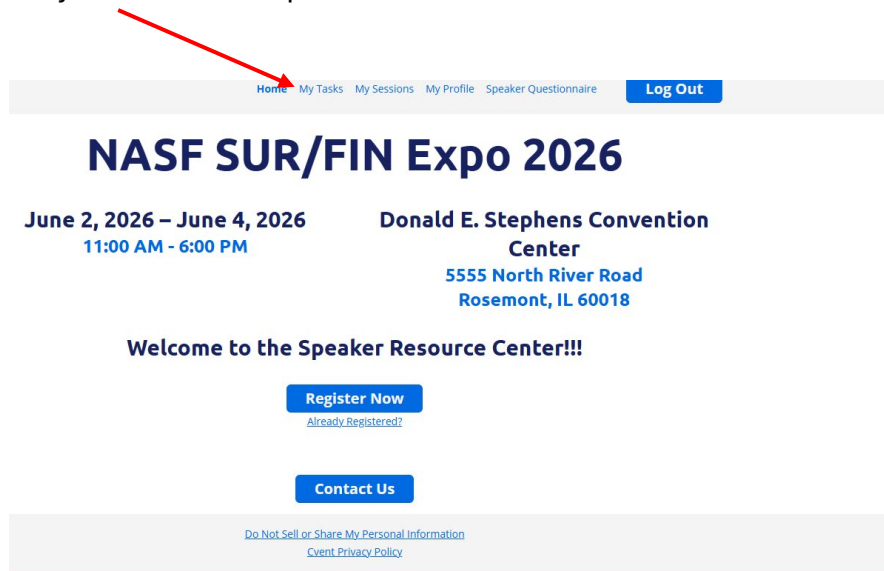
3. Enter in your First Name, Last Name and Email Address

The screenshot shows a 'Log In' form overlay on the website. The form has three input fields: 'First Name', 'Last Name', and 'Email Address'. Below the 'First Name' field, there is a red error message: 'First Name is required.' Below the 'Email Address' field, there is a blue 'Next' button. At the bottom of the form, there is a link: 'Having trouble? [Contact the planner](#)'. Below the form, there is a line of text: 'By logging in, you agree to the [Privacy Policy](#) and [Terms of Use](#)'.

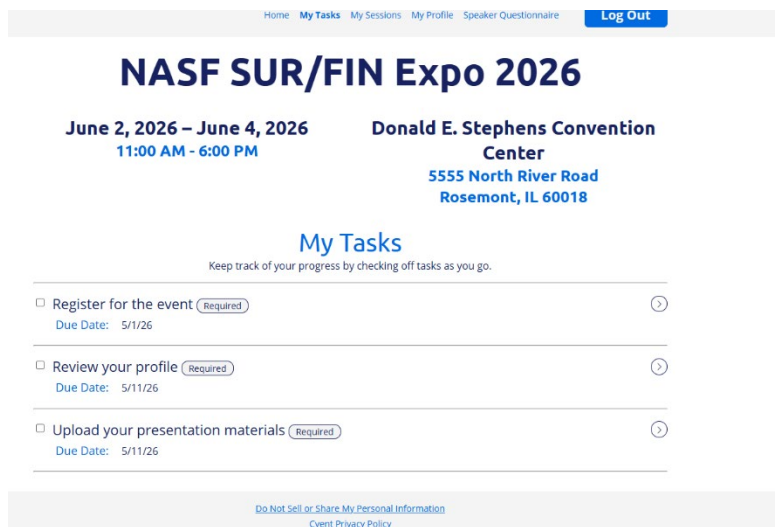
4. You will be emailed a verification code. Enter that on the screen once received and hit verify

The screenshot shows a 'Welcome!' form overlay on the website. The form has a title 'Welcome!' and a subtitle 'Please check your email for the code.' Below this, there is a label '* Verification Code' and an input field. Below the input field, there is a blue 'Verify' button. At the bottom of the form, there is a link: 'Having trouble? [Contact the planner](#)'. Below the form, there is a line of text: 'By logging in, you agree to the [Privacy Policy](#) and [Terms of Use](#)'.

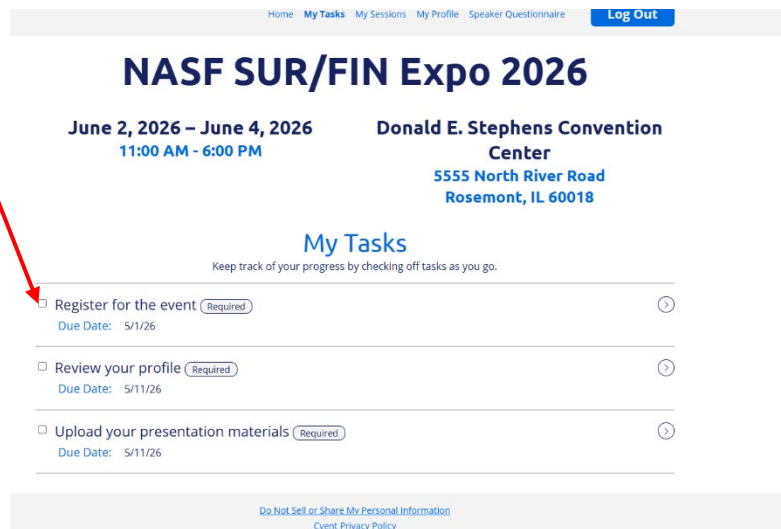
5. Select “My Tasks” at the top of the screen



6. You will see 3 tasks assigned to you.
- Register for the event
 - Review your profile
 - Upload your presentation materials



7. If you have already registered for the event, please click the check box to the left of the task



Home My Tasks My Sessions My Profile Speaker Questionnaire Log Out

NASF SUR/FIN Expo 2026

June 2, 2026 – June 4, 2026
11:00 AM - 6:00 PM

Donald E. Stephens Convention Center
5555 North River Road
Rosemont, IL 60018

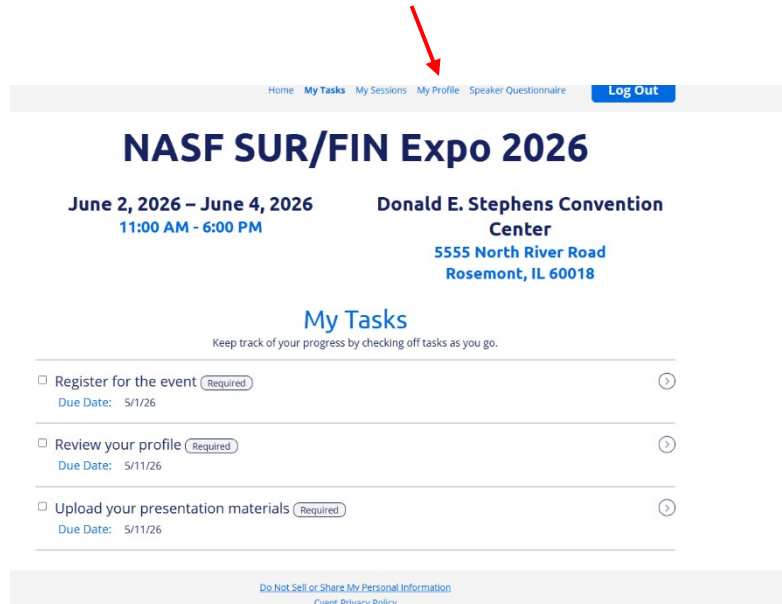
My Tasks

Keep track of your progress by checking off tasks as you go.

- ☐ Register for the event (Required) Due Date: 5/1/26
- ☐ Review your profile (Required) Due Date: 5/11/26
- ☐ Upload your presentation materials (Required) Due Date: 5/11/26

Do Not Sell or Share My Personal Information
Event Privacy Policy

8. If you have not registered for the event, please go ahead and do so.
- a. For step by step instructions on how to register with the TAC Speaker discount, please visit <https://training.nasf.org/SURFIN> and go to Speaker Resources and How to Register as a TAC Speaker
9. To review your profile, select “My Profile” from the top bar



Home My Tasks My Sessions My Profile Speaker Questionnaire Log Out

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My Tasks

Keep track of your progress by checking off tasks as you go.

- ☐ Register for the event (Required) Due Date: 5/1/26
- ☐ Review your profile (Required) Due Date: 5/11/26
- ☐ Upload your presentation materials (Required) Due Date: 5/11/26

Do Not Sell or Share My Personal Information
Event Privacy Policy

10. Select “Edit” to make any changes

NASF SUR/FIN Expo 2026

June 2, 2026 – June 4, 2026
11:00 AM - 6:00 PM

Donald E. Stephens Convention Center
5555 North River Road
Rosemont, IL 60018

My Profile

Here are your current profile details.



Kelsey Kind
kkind@nasf.org

[Edit](#)

11. Once you have reviewed your profile, go back to “My Tasks” and mark the check box to the left

NASF SUR/FIN Expo 2026

June 2, 2026 – June 4, 2026
11:00 AM - 6:00 PM

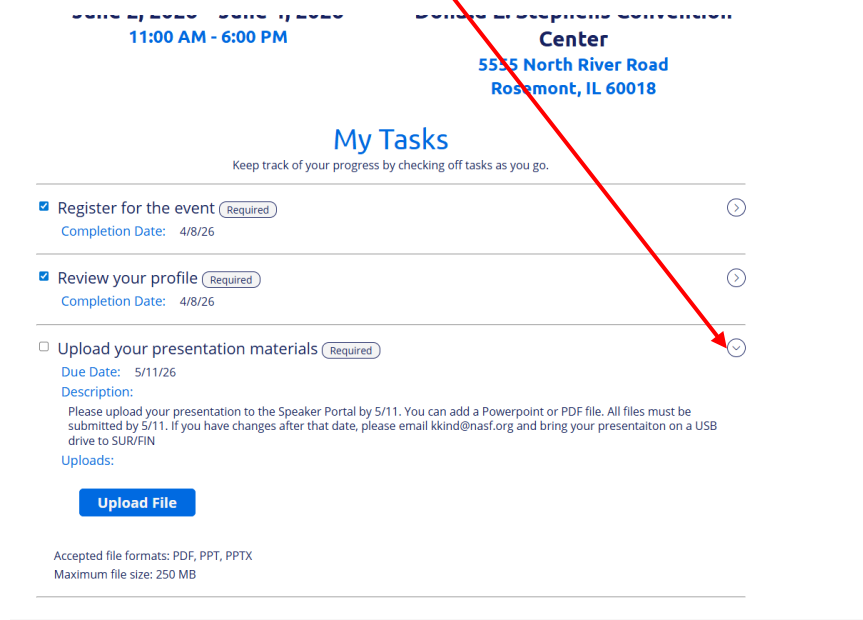
Donald E. Stephens Convention Center
5555 North River Road
Rosemont, IL 60018

My Tasks

Keep track of your progress by checking off tasks as you go.

☒	Register for the event Required	➤
	Completion Date: 4/8/26	
☒	Review your profile Required	➤
	Completion Date: 4/8/26	
☐	Upload your presentation materials Required	➤
	Due Date: 5/11/26	

12. To Upload your content, select the arrow to the right of the task. A drop down will appear



June 7, 2025 - June 7, 2025
11:00 AM - 6:00 PM

Center
5555 North River Road
Rosemont, IL 60018

My Tasks

Keep track of your progress by checking off tasks as you go.

- ☒ Register for the event (Required) >
Completion Date: 4/8/26
- ☒ Review your profile (Required) >
Completion Date: 4/8/26
- ☐ Upload your presentation materials (Required) ⌵
Due Date: 5/11/26
Description:
Please upload your presentation to the Speaker Portal by 5/11. You can add a Powerpoint or PDF file. All files must be submitted by 5/11. If you have changes after that date, please email kkind@nasf.org and bring your presentation on a USB drive to SUR/FIN
Uploads:
[Upload File](#)
Accepted file formats: PDF, PPT, PPTX
Maximum file size: 250 MB

13. Select “Upload File” and load your final content by 5/11/26

14. Once loaded, select the checkbox to the left of the task