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## AES Speaker Management Instructions for Investigators Workshops Faculty

1. Log-in to the AES Speaker Management System with the following link:

<https://my.aesnet.org/SignIn?ReturnUrl=https%3A%2F%2Faes.planion.com%2FWeb.Admin%2FWeb.Admin%2FLogin%3FACCOUNT%3DAES%26CONF%3DAM18>

2. You will be directed to log-in using your MyAES log-in and password

### Login to MyAES

Please enter your user name and password.


User Name

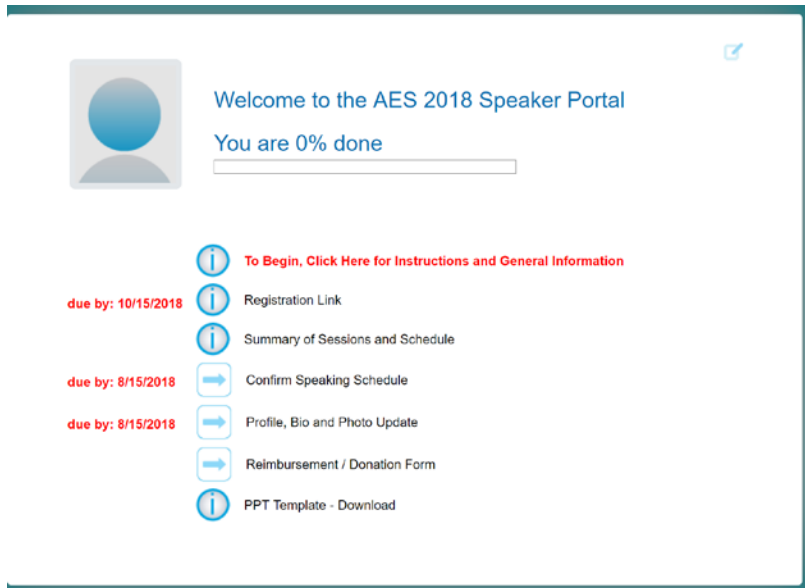
Password

Sign In

Forgot your user name or password? Please click the link below.

[Forgot My User Name or Password](#)

3. Once you log-in then you will see your speaker task list. All items with an “I” are information only. Tasks with a  must be completed. **Note: IW Organizers will have some additional tasks compared to moderators or speakers since they are the contact person for the workshop.**



**4. Be sure to click on the task with the instructions and general information:**



**To Begin, Click Here for Instructions and General Information**

To prepare for your upcoming speaking engagement at **AES Annual Meeting 2018**, all required forms and tasks are listed and tracked at this site.

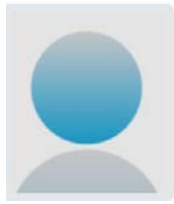
**PLEASE NOTE: In order to remain compliant with ACCME for CME credits, completion of all listed forms and tasks are required.**

- Click on each item to get information or complete the required task.
- Some items may contain sub-items under them, just keep clicking and the system will keep track of your progress.
- Note any due dates listed.
- If you have questions or difficulty with any of the forms, contact the AES education team at [education@aesnet.org](mailto:education@aesnet.org)

**5. After you complete each of your tasks then click the “Submit” button at the bottom of the page.**

Submit

**6. When all your tasks are completed then you will see the following message at the top of your speaker log-in page.**



Welcome to the AES 2018 Speaker Portal

You are 100% done



**Questions?** Contact the Education team at [education@aesnet.org](mailto:education@aesnet.org)