

How to Name and Supply Your Files

How to name your presentation slides / poster file

The file supplied must be a .PDF file.

The maximum file size permitted is 10MB.

Your file must be named following the below format.

- Poster Presentations:
 - Abstract Number_Surname Firstname_Poster
 - *e.g. 031_Brown Sarah_Poster.pdf*
- Oral Abstract Speaker Presentation Slides:
 - Abstract Number_Surname Firstname
 - *e.g. 031_Brown Sarah.pdf*
- Invited Speaker / Keynote Presentation Slides:
 - Surname Firstname_Presentation Date
 - *e.g. Brown Sarah_6 Sep.pdf*

How to name your video file:

The file supplied must be a .mp4 file.

Your file must be named following the below format.

- Poster Presenter Presentation videos:
 - Abstract Number_Surname Firstname_Poster
 - *e.g. 031_Brown Sarah_Poster.mp4*
- Oral Abstract Speaker Presentation videos:
 - Abstract Number_Surname Firstname_Abstract
 - *e.g. 031_Brown Sarah_Abstract.mp4*
- Invited Speaker / Keynote Presentation videos:
 - Surname Firstname_Presentation Date
 - *e.g. Brown Sarah_6 Sep.mp4*

How to supply your files:

- Check you have not exceeded your allocated presentation time limit. **REMEMBER: any recordings that exceed the time limit will be withdrawn.**
- Check your presentation slide PDF / poster file size does not exceed the limit of 10MB.
- Check you have correctly named your file before uploading.
- Upload your file to our Conference Dropbox via this link:
<https://www.dropbox.com/request/u51QigFicLQqmr74gotA>
- **Ensure you supply your files before the deadline dates:**
 - **All Recorded Presentation Videos: Wednesday 4 August 2021**
 - **Poster and Oral Abstract Presentation PDFs: Wednesday 4 August 2021.**
 - **LIVE Speaker / Keynote Presentation PDFs: Friday 20 August 2021**

Please contact the ASHM conference secretariat if you have any questions.

E: conference@ashm.org.au

P: +61 2 8204 0770