

How to Name and Supply Your Files

How to name your presentation slides / poster file:

The file supplied must be a .PDF file.

The file size should not exceed 10MB.

Your file must be named following the below format.

- For Posters:
 - Abstract Number_Surname First name_Poster
 - *e.g. 031_Brown Sarah_Poster.pdf*
- For Abstract Speaker Presentation Slides:
 - Abstract Number_Surname First name
 - *e.g. 031_Brown Sarah.pdf*
- For Invited and Keynote Speaker Presentation Slides:
 - Surname First name_Presentation Date
 - *e.g. Brown Sarah_16 Nov.pdf*

How to name your video file:

The file supplied must be a .mp4 file.

Your file must be named following the below format.

- For Poster Presenter Overview videos:
 - Abstract Number_Surname First name_Poster
 - *e.g. 031_Brown Sarah_Poster.mp4*
- For Abstract Speaker Presentation videos:
 - Abstract Number_Surname First name_Abstract
 - *e.g. 031_Brown Sarah_Abstract.mp4*
- For Invited and Keynote Speaker Presentation videos:
 - Surname First name_Presentation Date
 - *e.g. Brown Sarah_16 Nov.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 **REMEMBER: any recordings that exceed the time limit will be withdrawn.**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 / 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/tLrfMuFyDks5qsmldBMS>
- **Ensure you supply your files before the deadline dates:**
 - Abstract / Invited Speaker Presentation Videos and PDFs: **Friday 10 September**
 - Poster Overview Videos and PDFs: **Friday 17 September**