



## 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 5MB.

Your file must be named following the below format.

- For Posters:
  - Abstract Number\_Surname Firstname\_Poster
  - *e.g. 031\_Brown Sarah\_Poster.pdf*
- For Abstract Speaker Presentation Slides:
  - Abstract Number\_Surname Firstname
  - *e.g. 031\_Brown Sarah.pdf*
- For Invited and Keynote Speaker Presentation Slides:
  - Surname Firstname\_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 Firstname\_Poster
  - *e.g. 031\_Brown Sarah\_Poster.mp4*
- For Abstract Speaker Presentation videos:
  - Abstract Number\_Surname Firstname\_Abstract
  - *e.g. 031\_Brown Sarah\_Abstract.mp4*
- For Invited and Keynote Speaker Presentation videos:
  - Surname Firstname\_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 **REMEMBER: any recordings that exceed the time limit will be withdrawn.**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 5MB.
- Check you have correctly named your file before uploading.
- Upload your file to our Conference Dropbox via this link:
  - <https://www.dropbox.com/request/TFkd7oV41RVfxYcfqcbp>
- **Ensure you supply your files before the deadline dates:**
  - Abstract / Invited Speaker Presentation Videos and PDFs: **Friday 30 April 2021**
  - Poster Overview Videos and PDFs: **Thursday 6 May 2021.**