

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_8 May.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_8 May.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REMEMBER: any recordings that exceed the time limit will be withdrawn.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: [Dropbox Link](#)
- **Ensure you supply your files before the deadline dates:**
 - All Recorded Presentation Videos: **Sunday 10 April 2022**
 - Poster and Oral Abstract Presentation PDFs: **Sunday 10 April 2022**

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

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