

## 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 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 supply your files:

- 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/QBV0rOc5BovIVKlqVye5>
- **Ensure you supply your files before the deadline date: Wednesday 5 October 2022**