



72nd Annual Scientific Meeting 2021

2 - 4 November 2021

ONLINE

HOW TO NAME AND SUPPLY YOUR FILES

PLEASE READ CAREFULLY

HOW TO NAME YOUR ORAL AWARD / INVITED SPEAKER / KEYNOTE PRESENTATION SLIDES:

- The file supplied must be a .PPT file.
- The maximum file size permitted is 10MB.
- Your file must be named following the below format.
Surname_Firstname_Presentation Date
e.g. Mouse_Minnie_6 Sep.pdf

HOW TO NAME YOUR POSTER:

- The file supplied must be a .PDF file.
- The maximum file size permitted is 10MB.
- Your file must be named following the below format.
Abstract Number_Surname_Firstname_Poster
e.g. 031_Mouse_Minnie_Poster.pdf

HOW TO NAME YOUR PRE-RECORDED VIDEO FILE:

- The file supplied must be a .mp4 file.
- Your file must be named following the below format.
- Oral Abstract Speaker Presentation videos:
Abstract Number_Surname_Firstname_Abstract
e.g. 032_Mouse_Minnie_Abstract.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 trimmed to the correct time.
- 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/KjOcO22444fjYp6PB2IL>
- Ensure you supply your files before the deadline dates:
 - **LIVE Speaker / Keynote Presentation PPTs: Tuesday 26 October 2021**
 - **All Recorded Oral Presentation Videos: Friday 22 October 2021**
 - **Poster Presentation PDFs: Friday 22 October 2021**

Please contact the team at ForumPoint2 Conference Partners if you have any questions.

E: jaimee@fp2.co.nz | T: 027 320 7981