HOW TO NAME AND SUPPLY YOUR FILES

PLEASE READ CAREFULLY

HOW TO NAME YOUR 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/Fhfj5Q4jWoG6Zovem8ci
- Ensure you supply your files before the deadline dates:
  - LIVE Speaker / Keynote Presentation PPTs: Wednesday 20 October 2021
  - All Recorded Oral Presentation Videos: Monday 18 October 2021
  - Poster Presentation PDFs: Monday 18 October 2021

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