



The 43rd New Zealand Sexual Health Society  
Virtual Conference

*He waka eke noa*

SATURDAY 1 OCTOBER 2022



## 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.
- 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 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/52DoexJy3mjAoySHhFbl>
- Ensure you supply your files before the deadline dates:
  - **LIVE Speaker / Keynote Presentation PPTs: Wednesday 21 September 2022**
  - **All Recorded Oral Presentation Videos: Wednesday 21 September 2022**
  - **Poster Presentation PDFs: Wednesday 21 September 2022**

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