How to upload your platform presentation with a file request link

- 1. Before you upload your presentation file (PPT, PPTX, PDF), make sure the file is named correctly using your presentation ID. Say, for example, your presentation ID is "1.01.T-01", then your presentation file should be named "1.01.T-01".
- 2. Click the link in the presentation upload email and you will be taken to a web interface to upload your file. Please note the session code of the session in which you will be presenting (Figure 1).

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	A member of "Shared Files" is requesting files for:	
	Select files	

Figure 1 Web interface to upload presentation file

3. Click the **"Select files"** button (Figure 1). Then, search for your presentation file on your computer to upload. Click **"Open"** once you have selected your file (Figure 2).

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4. Enter your first name and last name in the appropriate boxes, then click "Upload" to send in your file (Figure 3).

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	Figure 3 Upload your presentation file	

5. You will see a **progress bar** appear on your screen as your file uploads. Please do not close the window as your file is uploading (Figure 4).

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		Uploading 100%	
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		Figure 4 Uploading in progress	

6. You will receive a confirmation message when your file has finished uploading (Figure 5). SETAC will receive your file with your first name and last name automatically added as a prefix to the filename. For example: if a file named "1.01.T-01" is uploaded by John Taylor, the file will be received as John Taylor_1.01.T-01. In this way, we can identify the presenter, the session in which the person is presenting and the time of presentation.

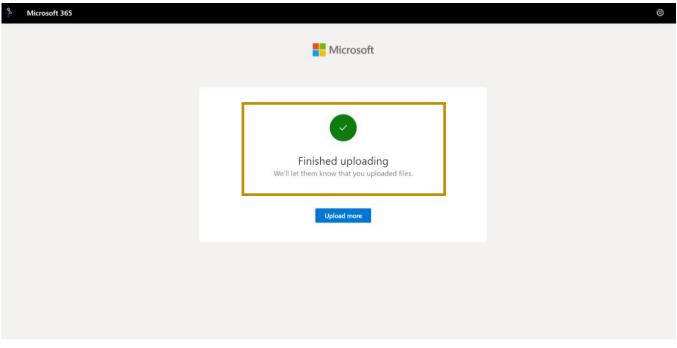


Figure 5 File upload complete

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If you need to make a change to your uploaded presentation file, please contact <u>europe-meeting@setac.org</u> before you can upload an updated version of your presentation. We will then delete the previous versions of the presentation file. **Presenters are recommended to bring their presentation data with a USB memory stick as a backup.**

Good luck with uploading your presentation file!