How to upload your platform presentation with 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 as **"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).
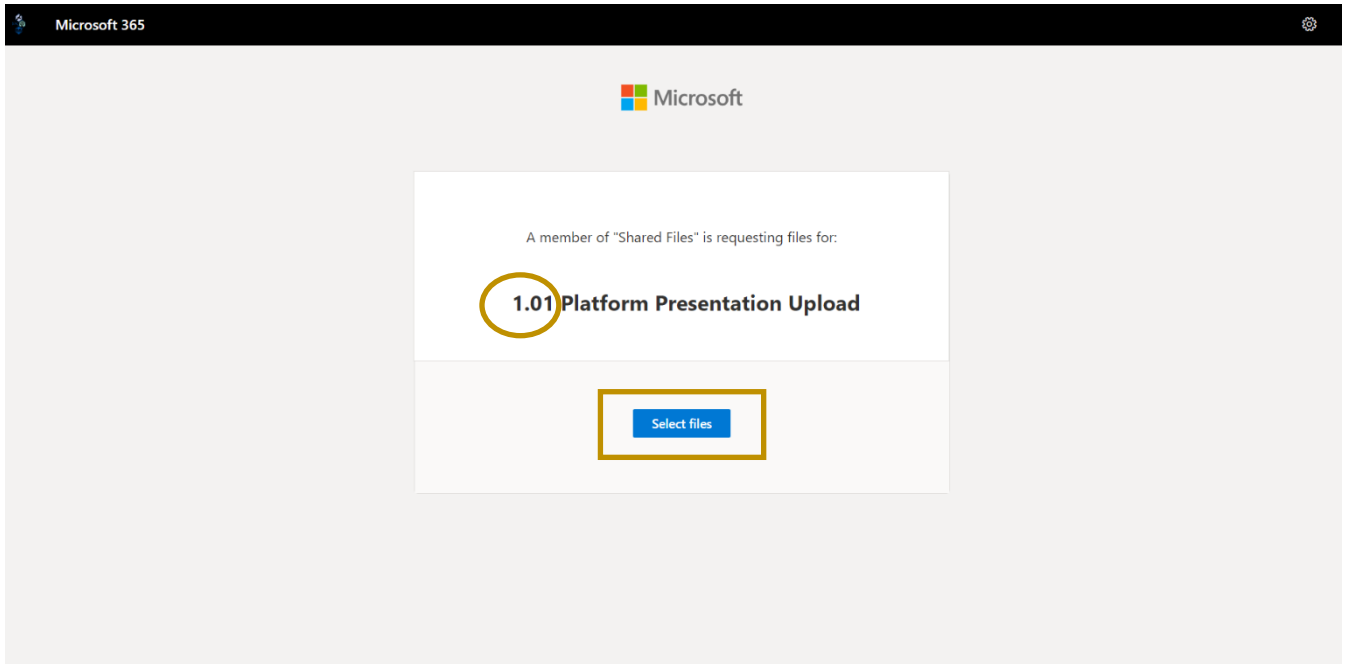

Figure 1 Web interface to upload presentation file

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).
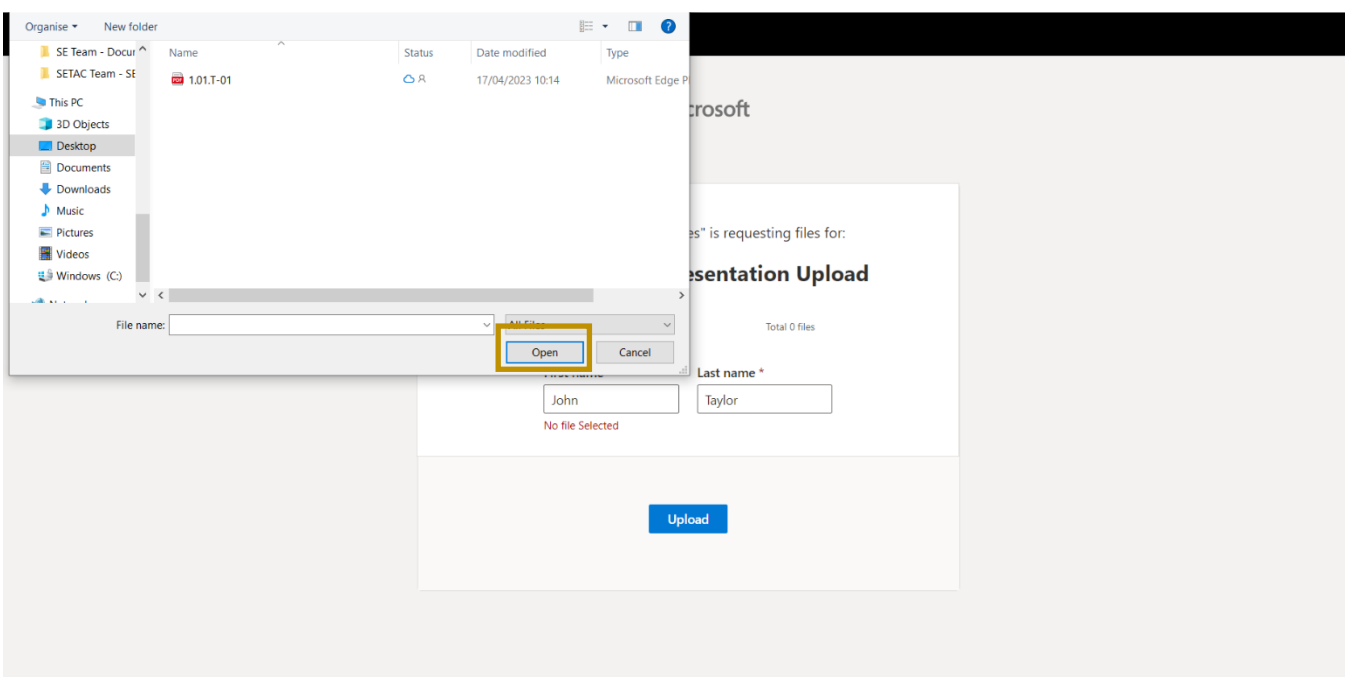

Figure 2 Select presentation file from your computer

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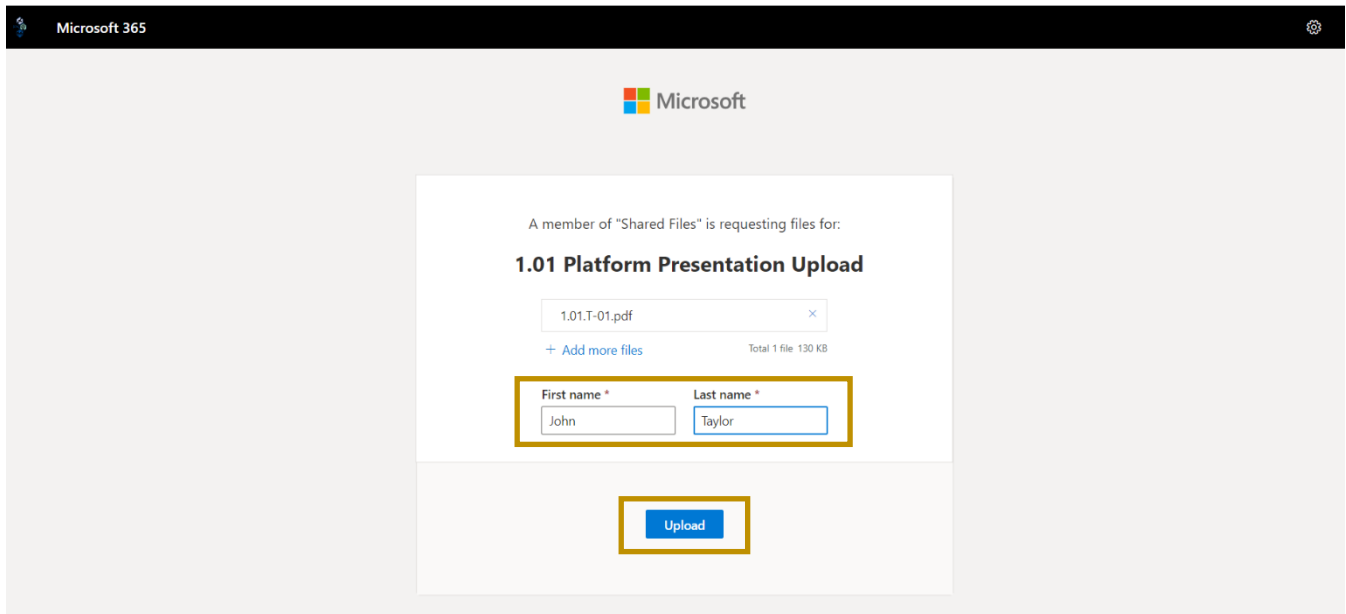

Figure 3 Upload your presentation file

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).
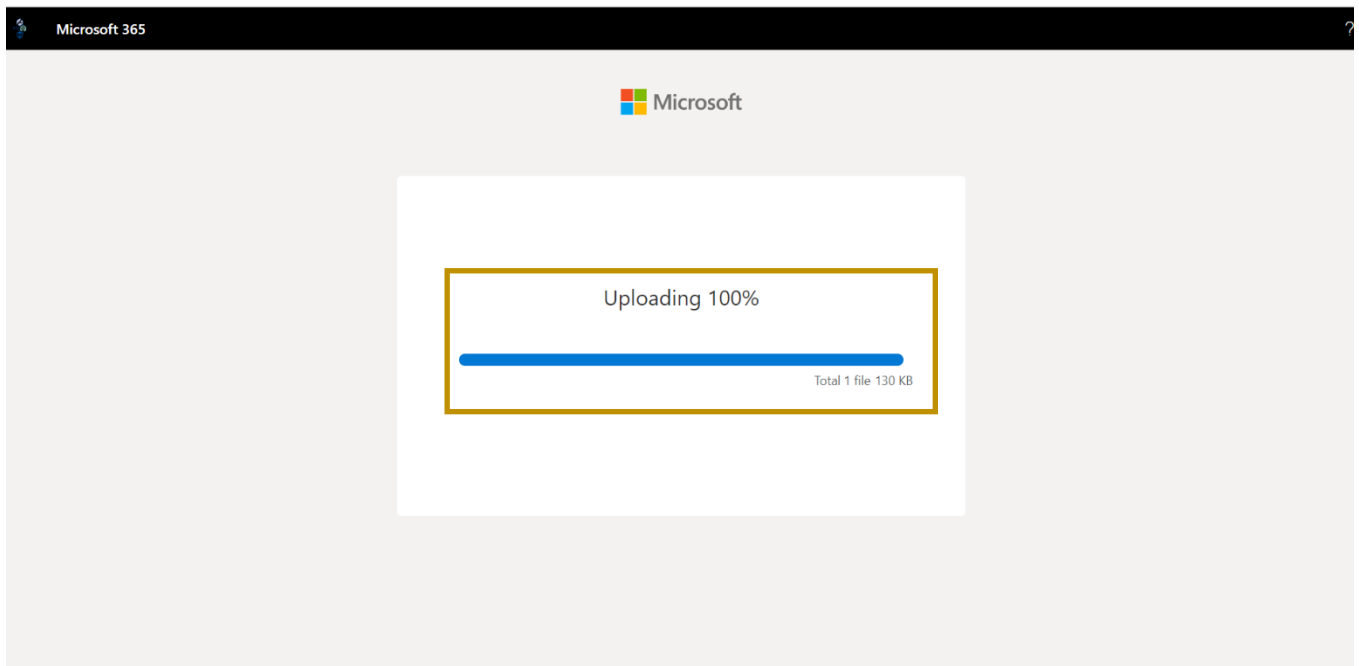

Figure 4 Uploading in progress

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 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 <u>identify the presenter, the session in which the person is presenting and the time of presentation.</u>
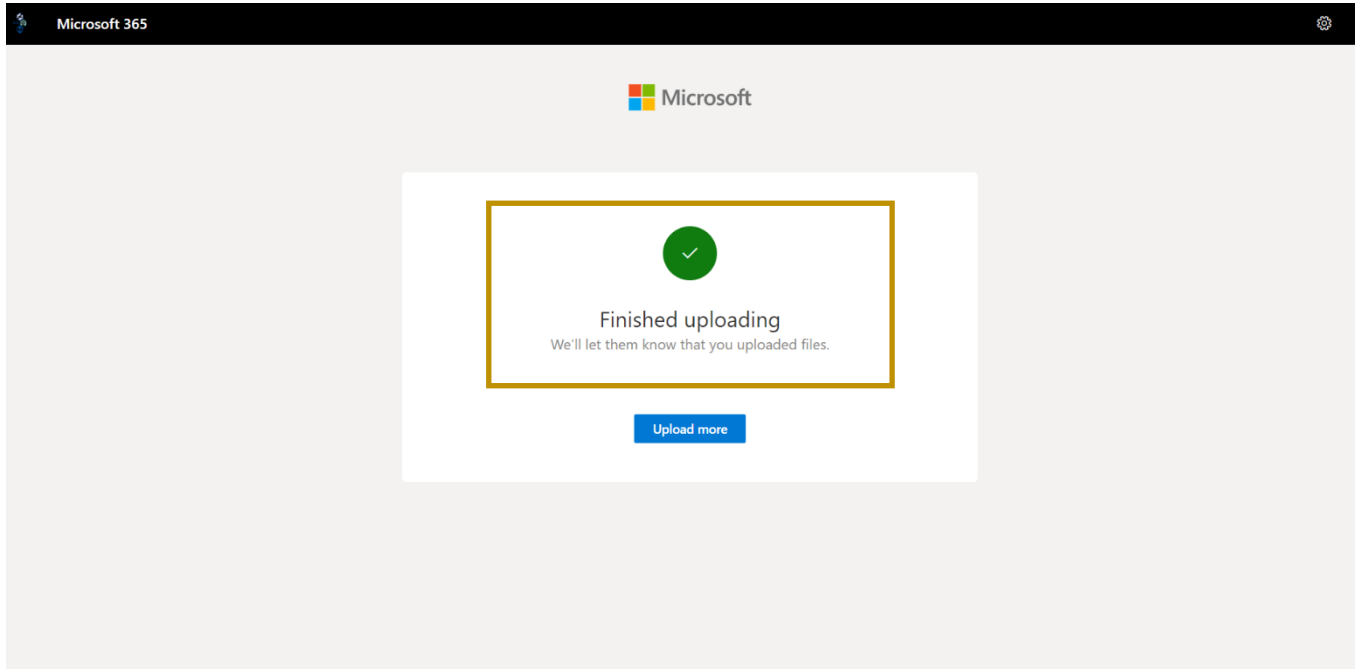

Figure 5 File upload complete

If you need to make a change to your uploaded presentation file, please contact africa-meeting@setac.org 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 by a USB memory stick as a backup.**

Good luck with uploading your presentation file!