



9th Biennial
Australian and New Zealand

Falls Prevention Conference

LIVE STRONGER FOR LONGER

ANZFPS Pre-recorded Video Submission Guide

How to create and submit your video link

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Pre-recorded video guidelines

- Pre-recorded video talk length is limited, please keep to time:
 - 12 minutes for oral presentations
 - 5 minutes for 5x5 presentations
- Videos need to be **HD (720p)** and in **MP4 format**
- Pre-recorded videos should be as engaging as possible
- For guidance on creating your video including presentation tips, [click here](#)
- Please submit your video following the file naming protocol below, to help us manage all the video submissions:

Paper Number. Presenter Surname & Initial of First Name – Abstract Title

EXAMPLE:

1. Smith J – Falls Prevention in Aged Residential Care

Creating a link to your pre-recorded video

Please upload your video to one of the file share programs listed below.



Google Drive

1. Sign-in to your **Google Drive** account
2. Select **New** at the top left of your screen
3. Select **File Upload**
4. Find the location on your computer where your recording is saved and select **Open**
5. Once the upload is complete, you will see your recording in your list of My Drive files
6. Right click on your recording and select **Get Shareable Link**
7. Set the visibility option to **Anyone with the link – Editor**
8. Select **Copy Link**
9. Proceed to the **Submitting your video link** instructions below



OneDrive

1. Sign-in to your **OneDrive** account
2. Select **Upload** at the top of your screen
3. Select **Files**
4. Find the location on your computer where your recording is saved and select **Open**
5. Once the file upload is complete, you will see your recording in your list of files
6. Right-click on your recording file and select **Copy Link**
7. Set the link settings to **Anyone with the link**
8. Tick **Allow editing** and click **Apply**
9. Select **Copy**
10. Proceed to the **Submitting your video link** instructions below



Dropbox

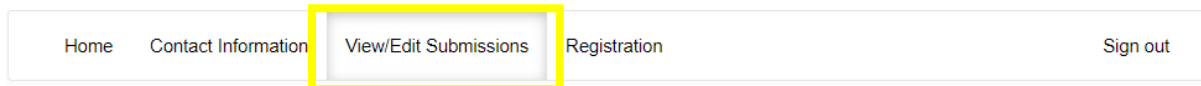
1. Sign-in to your **Dropbox** account
2. Select **Upload files** to the right of your screen
3. Find the location on your computer where your recording is saved and select **Open**
4. Once the file upload is complete, you will see your recording in your list of files
5. Select the **Share** button to the right of your recording file
6. Select **Share With Dropbox**
7. Select **Copy link** next to the **Can edit** option
8. Proceed to the **Submitting your video link** instructions below

If you are unable to create a shareable link using one of the above link share programmes, please email ANZFPS@auckland.ac.nz directly and we will arrange an alternative.

Submitting your video link

Once you have created your video link, you will need to submit the link via the Submission Portal.

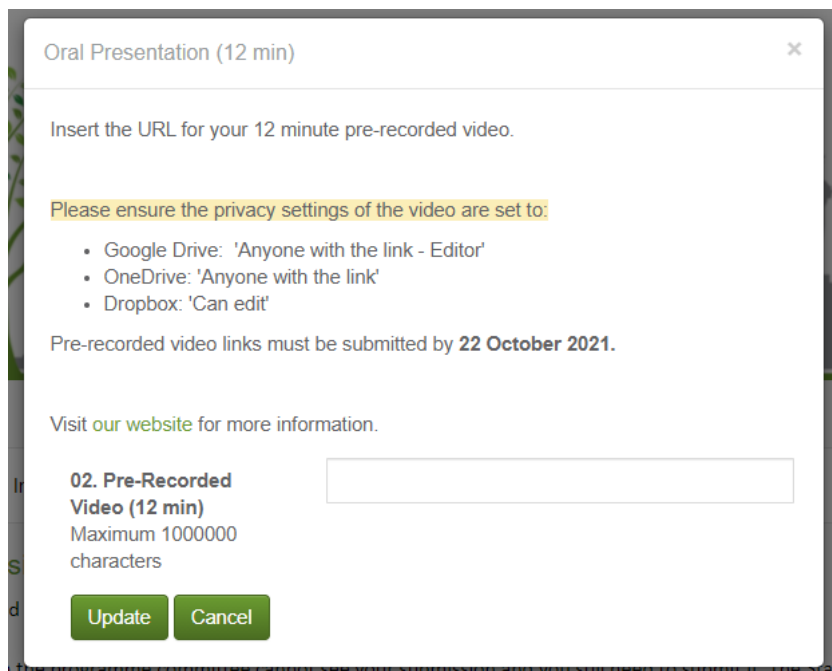
1. Sign-in to the **Submission Portal** using your email and password you created when submitting your abstract, or use the customised link in your acceptance email and go into the **Your Submission** tab.



2. Select **Edit** underneath your original abstract upload:

Title	Status	Document
TEST	02a. Abstract Accepted - 12min Oral	<input checked="" type="checkbox"/> Document Upload <input type="button" value="View"/> <input type="checkbox"/> Oral Presentation (12 min) <input type="button" value="Edit"/>

3. A pop-up box will appear. Paste your recoding link in the box provided and click **Update**.



Oral Presentation (12 min) [X]

Insert the URL for your 12 minute pre-recorded video.

Please ensure the privacy settings of the video are set to:

- Google Drive: 'Anyone with the link - Editor'
- OneDrive: 'Anyone with the link'
- Dropbox: 'Can edit'

Pre-recorded video links must be submitted by **22 October 2021**.

Visit [our website](#) for more information.

02. Pre-Recorded Video (12 min)
Maximum 1000000 characters

[Text Input Field]

[Update] [Cancel]

the programme committee cannot see your submission and you still need to submit it. The stat