

INSTRUCTIONS FOR RENAMING RECORDED FILE

RENAMING YOUR RECORDED FILE

Please rename your file to the filename pattern **{SpeakerName-Important-Words-In-Your-Title}.mp4** prior to uploading.

Example Speaker Name: Robert Johnson

Example Program Name: Chronic Anxiety: Powerful Treatment Methods in Anxiety Cycles

Example Renamed File: RobertJohnson-Chronic-Anxiety-Powerful-Treatment.mp4

REVIEW YOUR FILE!

Before you upload your file, please open it up locally in a media player to verify there is audio, the audio levels are acceptable and the correct screen (SlideShow) is shared and that you can skip through the file until the very end.