This next part here relates to once video is recorded. Setting up a Dropbox or alternative account so that you can share your files with us.

In the same way that you can use alternative software to Zoom you are more than welcome to use alternate software to Dropbox. I know that a lot of people have tended to go with Google Drive or Microsoft OneDrive or perhaps your organisation has its own cloud share system that you're able to share with us to access your files.

So, I will just jump out of here for a moment. When you go to set up your Dropbox account: you go to www.dropbox.com and I have an account that is fresh and new – ready to show you. Once you're in Dropbox the best thing that you can do to start this process is always refer to this right-hand bar. The right-hand bar has essentially has everything you'll need.

If you press the new folder button, this is your first step. You might just want to call it something or label it something simple where you can find everything COSPAR or COSPAR talk. Create the folder and it automatically directs you and automatically takes you into the folder.

Your next step is to locate your files in your system, as you can see I've previously already opened this, so it's opened nice and easy. You will just highlight them and open them, and these files will automatically load into your Dropbox and you'll be able to see them as they start to load through.

Now I chose not to rename them when they were on my desktop for this purpose, if you do get to this stage and you realise *"ohh no I forgot to follow the naming protocol",* it is not an issue you simply press the three buttons to the right of any of the file and hit the 'rename' button.

I know that a few people had questions about COSPAR IDs. I have kindly borrowed this acceptance letter and your ID will be reflected in the filename on your acceptance letter, in this case if this were my acceptance letter, I know that my COPSAR ID is H 0.5-0006.

If you for some reason have renamed your acceptance letter as something else - you are more than welcome to find it yourself; the easiest way you can do this is to go to your Commission event which is obviously the first part of the code, and the second part just relates to how many speakers you are in the order for that; so this person is the 6th speaker in H 0.5.

Once you have loaded everything into your Dropbox and you have renamed it and you are sorted, that final step is obviously to submit through the presenter portal.

Now, this current folder is not able to be shared it's just private, so you have to make it into a shareable folder, which again you for refer back to your right-hand side bar, and press the share folder button and down here at the bottom instead of typing anything at the top you just press 'create link'.

Dropbox will now inform you that basically now anyone with this link can be the folder, so essentially you just copy that link, and it lets you know that it's copied.

The final step of this admission is to access the present portal, now you will have been sent an auto login token. If you for some reason can't locate this or can't find it, please reach out too speaker@COSPAR2021.org we will be able to send it through to you.