JDC Deposit: Conference/Symposium Submission Guidelines

Thomas Jefferson University and Jefferson Health-hosted or sponsored events such as conference- and symposium-related materials are deposited into the Jefferson Digital Commons, the JDC. Jefferson event materials in the JDC include event schedules, agendas, recordings, slides, posters/abstracts, and other materials.

Individual Submission
If you are a Jefferson individual who is interested in depositing to an existing JDC conference or symposium collection, send the required *JDC Release Form* and the file(s) of your work (presentation, poster, slides, etc.) to: digitalcommons@jefferson.edu.

Departmental/Center Submission
If your Jefferson department or center is hosting an annual conference, symposium, or a Jefferson event and you would like to create a JDC collection for presentations, posters/abstracts, slides, photographs, or other content types from your event, contact us to discuss your interest in creating a new JDC collection.

Below are examples of existing JDC collections, highlighting a few notable annual Jefferson events:

- National Nursing Symposium on Antibiotic Resistance and Stewardship
- Pancreatic Cancer & Related Diseases Patient Symposium
- Department of Surgery Resident Research Day

New JDC Collection
To set up a new JDC collection for your Jefferson event, please provide the following:

- Your name, department, and Jefferson affiliation
- Share what your event is and when it will be held
- Write a brief description (3-5 sentences) about the event/new JDC collection
- List what content type(s) you are looking to deposit
    - Video recordings, posters, presentation slides, photographs, or another content type
- Provide a header image for your event/JDC collection (*optional*)

Send this information to: digitalcommons@jefferson.edu. The JDC Repository Manager will review your conference or symposium inquiry and will reach out to schedule a meeting to discuss your event and answer your questions.

Sharing Files for JDC Deposit
To deposit content to the JDC, each speaker/presenter is required to sign and complete the required *JDC Release Form*. To streamline the collection of your file(s) (posters, presentations, etc.) along with the required completed *JDC Release Form* from the speakers/presenters, we recommend collecting and sharing the files via Box or OneDrive. Create a new folder for each speaker/presenter (Last Name_First Name, Smith_Sam).

After you've gathered and collected the files, share the Box/OneDrive folder with the JDC Repository Manager, Anita Lai. If you have any questions, contact us.

File Naming Format

Save the *JDC Release Form* and event file(s) in the individual's folder (Last Name_First Name, Smith_Sam) using the following file naming convention:

- **JDC Release Form (.pdf or .jpg)**: date release signed YYYYMMDD_Last Name_First Name_release
  - 20251201_Smith_Sam_release.pdf

- **Recorded Presentation (.mp4):** date of presentation_Last Name_First Name_presentation
  - 20251220_Smith_Sam_presentation.mp4

- **Poster (.pdf, .pptx, .jpg)**: Last Name_First Name_poster
  - Smith_Sam_poster.pdf

- **Abstract (.pdf or .docx)**: Last Name_First Name_abstract
  - Smith_Sam_abstract.pdf

- **Slides (.pdf or .pptx)**: Last Name_First Name_slides
  - Smith_Sam_slides.pdf