JDC Deposit: Grand Rounds/Presentation Submission Guidelines

Thomas Jefferson University and Jefferson Health departments, faculty, and staff deposit a variety of presentation recordings and related presentation materials to the Jefferson Digital Commons, the JDC, including Grand Rounds, annual lectures, and other audio and video recordings.

Submit Your Presentation

To submit your presentation for deposit in the JDC, please provide the following:

- Your name
- Your position title(s)
- Your Jefferson department/center/school
- Are you affiliated with Thomas Jefferson University, Jefferson Health, or both?
  - If you are not affiliated with Jefferson, what is your affiliation?
- What event/conference did you present at?
- When did you present?
- Completed *JDC Release Form*
- Presentation file(s) (.mp4, .pdf, .pptx, etc.)

File Naming Format

Save the *JDC Release Form* and presentation file(s) 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

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

Send the completed *JDC Release Form* and the file(s) of your work to: digitalcommons@jefferson.edu.

The JDC Repository Manager will review your presentation deposit request and either reach out to you with follow-up questions or confirm your work is available in the JDC.