



Pediatric Academic Societies' 2002 Annual Meeting

Audio Visual - Speaker Instructions



Standard Audio-Visual Equipment

In order to meet the requests of our presenters, the PAS is modifying the standard equipment provided and now will include equipment for PowerPoint type presentation (LCD). Unless received by special request, *slide projectors will no longer be standard equipment (i.e., will not be placed in meeting rooms).*

In order to facilitate a smooth transition with minimal disruption to the flow of this meeting, it is vital that all presenters make every effort to adhere to the guidelines outlined below and new speaker check in procedures.

Sessions to be equipped with the following audio-visual aides include the Original Science Presentations (Abstracts -- Platform & Poster Symposia), State of the Art Plenary, Topic Symposia, Mini Courses and Alliance Programs. If you are a presenter in any of these program formats, you will need to be sure you are prepared ahead of time to assure we are prepared for your presentation.

- 550mhz Pentium III PC computer with 3.5 and CD-Rom drives equipped with Office 2000 (includes Power Point)

Note: Macintosh Users need to bring their own laptop

- Data projector
- Screen
- Laser pointer; and
- Audio and computer/visual technicians

The above equipment is the ONLY equipment provided without special request. Requests for 35mm slide projectors; S-VHS videotape players, overhead projectors and other specialized equipment must be requested in advance from the PAS Program Office before the meeting (no later than April 15th). Request for non-standard equipment will be reviewed on a case-by-case basis and a fee may be assessed.

Speaker Requirements

- 1) Speakers are strongly encouraged to utilize the Speaker Ready Room located in Room 324-325; (Baltimore Convention Center) to test your files prior to your presentation. This step will also help you become familiar with the switch, which operates from the podium where you will speak.
- 2) Bring your Power Point presentation on a 3.5 diskette or CD. Files should NOT be zipped disk.

Check-in at your meeting room at least 30 minutes prior to your presentation with your diskette/CD (and laptop if a Mac User)

A technician located near or beside the stage/podium will load your presentation into the computer. A switch located on the podium allows you to operate your presentation.

- 3) Use standard *Office 2000 fonts* for Power Point in preparing your presentation. Visit our website at www.pas-meeting.org to review guidelines that can assist you in the production of your presentation. Click on the Power Point Guidelines button.

Bring Your Own Laptop If...

- Your presentation uses Macintosh files
- You utilize a software program other than Microsoft Power Point ®.

Poster Sessions

No audiovisual, projections, or computer equipment requiring electrical power will be permitted in the poster session area.

For assistance with your poster preparations, presenters may contact SciFor, Inc. who for a fee, offers services in the production of posters. You can find a link to their website from the PAS website at www.pas-meeting.org

Contact the PAS for any questions regarding these guidelines or special equipment needs
Email: info@pas-meeting.org Phone: (281) 419-0052