



Pediatric Academic Societies' 2004 Annual Meeting

Audio Visual - Speaker Instructions - PowerPoint Presentations

Excludes Workshops and SIGs

In order to meet the requests of our presenters, the PAS has modified the standard equipment available for all formats (excluding Workshops and SIG). We now provide equipment for PowerPoint type presentation (LCD). *Slide projectors will no longer be standard equipment (i.e., will not be placed in meeting rooms) unless specifically requested.*

This year all presentations will be pre-loaded on the PAS Network Presentation Manager server. To assure the smooth transition between presentations, it is vital that ALL presenters adhere to the guidelines outlined below and the new speaker check in procedures (excludes workshop and SIG presenters)

Standard Audio-Visual Equipment

Meeting rooms for original science presentations (Abstracts -- Platform & Poster Symposia), State of the Art Plenary, Topic Symposia, Mini Courses and Alliance Programs will be supplied with the equipment outlined below.

- 550mhz Pentium III PC computer, pre-loaded with all of the presentations for that session.
- LCD Data projector and Screen
- Laser pointer
- Audio and computer/visual technicians

Note: Macintosh Users need to bring their own laptop – Please Refer to Instructions on Page 2

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 1**) via email info@pas-meeting.org. Request for non-standard equipment will be reviewed on a case-by-case basis and a fee may be assessed.

Speaker Check In – REQUIRED!



All speakers (excludes workshop and SIG presenters) are required to check in at the PAS Speaker Ready Room (Room 2014 at the Moscone West Convention Center) **at least 24 hours in advance** of the session. This will allow you time to assure compatibility, prepare, rehearse, and finalize your presentation before you submit it to the attendant in the speaker ready room.

When building your presentation

Make sure you include any external files utilized in the same folder as your presentation, i.e. video files, graphics and pictures. If you have inserted videos in your PowerPoint presentation we will require that you double-check your presentation in the Speaker Ready Room.

Preferred Option - Email or Send Your Presentation by April 21, 2004

We strongly recommend you email or send your presentations by **April 21, 2004** to ensure compatibility.

Email to the PAS Audio Visual Contractor (Audio Visual Management Group – AVMG) at PAS@avmg.com

or

Mail (Overnight traceable courier recommended)
PAS Presentation (c/o AVMG Inc)
10935 Estate Lane, Suite 450, Dallas, TX 75238
Phone: (214) 343-2864

Bring a backup copy with you!

If you are speaking in more than one session, each presentation must be on a separate disk. Label your presentation as follows (date_room_time_name_session title.ppt). After your presentation you may retrieve your disk from the Speaker Ready Room.

Option B – Bring Your Presentation on Disk (to the Speaker Ready Room)

When creating your media for transportation, copy the entire folder to the disk. To ensure the success of your presentation remember to make a backup copy of your files and transport that media in a separate piece of luggage.

Prepare your PowerPoint presentation for transportation by using one of the following formats:

- 3.5” floppy disk.
- Zip 100 or Zip 250
- CD
- USB Memory Stick

Bring your presentation to the PAS Speaker Ready Room (Room 2014 at the Moscone West Convention Center) at least 24 hours in advance of your session.

After you are satisfied with your presentation an attendant will save it to the **Network Presentation Manager server on the PAS Show network.**

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Making Changes To Your Presentation
Once your presentation is loaded on the PAS Network Presentation Manager server in the speaker ready room you will not be allowed to make any changes.

The operator in the session room where you are speaking will call up your presentation at the beginning of your talk.

Compliance / Compatibility Instructions

Videos: We can only accept videos that have been created with standard compression codes that are in use by Windows. Save your files as AVI's or MPG's only.

- **It is imperative that you check your Presentation in the Speaker Ready Room if it contains video files. If you have problems an attendant in the speaker ready room can assist you.**

Special Fonts: If you have special fonts in your PowerPoint presentation please embed them when you save your presentation. You can do this when you hit Save As. In the Save As box there is a drop down menu that reads Tools. Pull down this menu and check Embed True Type Fonts. Then save your presentation as usual.

Workshop and SIG Presenters

Workshop and SIG presenters are required to bring their own computers if they are using a PowerPoint format. All AV aides for workshops and SIGs should have been ordered before the meeting

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 Marathon Multimedia, Call4Posters 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

Using a MAC Personal Laptop Computer

NOTE: All personal MAC laptop computer users must notify the Speaker Ready supervisor **at least 24 hours prior to the start of the session** in order to guarantee usage.

Bring your computer, power supply for your computer and any external drives that are necessary for your presentation.

If you have power saving features or a screen saver activated please deactivate them. If you don't know if they are activated or need assistance doing this please ask an attendant in the speaker ready room. They have experience with turning these features off. Doing this will prevent delays in your presentation caused from your computer going to sleep prior to your presentation time.

About Your MAC Presentation

- Check in to your session room at least 30 minutes before the start of the session.
- Please start your computer and open your presentation for the projectionist.
- A projectionist will hook up your computer to electrical power and the projection system. If you have audio in your presentation let the projectionist know this and they will make an audio connection to your computer as well.
- At the end of your presentation a projectionist will help disconnect your computer as soon as time allows. If you are unable to retrieve your laptop by the end of your session, it will be stored with the speaker ready room supervisor.

PAS Speaker Ready Room
Room: 2014
Moscone West Convention Center

Information on effective presentations is located on our website at www.pas-meeting.org or go to the help site at <http://pas.ispeaker.net>

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