



In order to meet the requests of our presenters, the PAS has modified the standard equipment available for all formats (excluding Workshops and SIGs – please see page two for workshop and SIGs information). We will provide equipment for PowerPoint type presentations.

Slide projectors will no longer be standard equipment and will not be placed in meeting rooms, unless specifically requested.

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

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.

- Intel Pentium 4 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 29**) 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 at least 24 hours in advance of the session where they will speaking (Room 140). This will allow you time to ensure compatibility, prepare, rehearse, and finalize your presentation.

Proper Naming of Files

Files names must include the following separated by underscores:

- Presentation Date - mmddyy
- Presentation Location - Rm33
- Presentation Time - 2400 Clock
- Speakers Name - Last Name_First Name
- Presentation Short Title - Power Point Presentation

Example - 051604_Rm33_1300_Smith_John_Power.ppt

Preparing your presentation for transfer

Make sure you include any external files utilized in your presentation, i.e. video files, graphics and pictures.

There are Three Options to submit your presentation: On-site, Email or Mail

On-site: Take your presentation and all related files on disc to the Speaker Ready Room (Room 140 at the Washington DC Convention Center) at least 24hrs prior to the start of the session where you will be speaking

or

Email (by May 4th): Email your presentation to the PAS Audio Visual Contractor, AVMG Inc., no later than May 4th, 2005 at AVMG@pas.com

or

Mail (by May 4th): (Overnight traceable courier recommended, all packages must be received by May 4th, 2005)

PAS Presentation at AVMG Inc.
3310 Matrix Drive, Suite 200
Richardson, TX 75082
Phone: (214) 343-2864

Notes:

- When preparing your media for transfer, place your presentation and support files in a folder and then copy the entire folder to a disk (3.5" Floppy, Zip Disc formatted for PC, CD-R, or USB memory stick).
- You are required to check in with the Speaker Ready Room whether you have pre-submitted or not.
- If you are speaking in more than one session, each presentation must be on a separate disk.
- All media submitted to the Speaker Ready Room will be destroyed post show unless other arrangements are made.

Bring a backup copy with you!

Remember to make a backup copy of your files and transport that media in a separate piece of luggage.



Making Changes To Your Presentation

Once your presentation is loaded on the PAS Network Presentation Manager server in the Speaker Ready Room you will be allowed to return to make changes up to 24 hours in advance of the session where you will be speaking.

The operator in the session room where you will be 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.

Note: Save your files as .MPG or .AVI 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. You may visit the Speaker Ready Room to practice your presentation. Workshop and SIG presentations are not uploaded to the meeting server.

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 Location

**Room 140
Washington DC Convention Center**

Information on effective presentations is located on our website at:

www.pas-meeting.org, or
go to the speaker 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