



# Pediatric Academic Societies' 2007 Annual Meeting Audio Visual Guidelines / Presentation Instructions

The PAS provides equipment for PowerPoint type presentations only. All presentations, excluding PAS Workshops and APA Special Interest Groups, hosted at the Metro Toronto Convention Centre 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 and the 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. Refer to the MAC instructions outlined within.

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 2**) via email [info@pas-meeting.org](mailto: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!** If you're presenting at Metro Toronto Convention Centre, you're required to check in at the **PAS Speaker Ready Room (Room 714AB)** at least 24 hours in advance of your session. This will allow time to ensure compatibility, prepare, rehearse, and finalize your presentation before submitting it to the attendant in the speaker ready room.

**Note:** You are required to check-in with the speaker ready room even if pre-submitting your presentation. All media submitted to the speaker ready room will be destroyed post show unless other arrangements are made.

**Preparing your presentation for transfer:**

- Make sure you include any external files utilized in your presentation, i.e. video files, graphics and pictures.
- 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).
- If you are speaking in more than one session, each presentation must be on a separate disk.
- Please, very important! If you have two or more presentations in the same session, it is essential to provide separate presentation files for each talk. Combining talks on one file for the same session will cause a delay in the session and potential loss of information.

**Proper Naming of Files:** Files names must include the following information separated by underscores:

**PresentationDate\_PresentationRoom\_PresentationStartTime(military)\_SpeakersLastName\_FirstName\_PresentationShortTitle.Format ext**  
Example: 050507\_Rm33\_1300\_Smith\_John\_Power.ppt

There are three options for submitting your presentation:

- **Onsite:** Take your presentation and all related files on disc to the Speaker Ready Room (Room 714AB at the Metro Toronto Convention Centre) at least 24hrs prior to your session; or
- **Email (by April 20):** Email your presentation to the PAS Audio Visual Contractor, AVMG Inc., no later than April 20, at [PAS@avmg.com](mailto:PAS@avmg.com); or
- **Mail (by April 20):** PAS Presentation at AVMG Inc., 3310 Matrix Drive, Suite 200, Richardson, TX 75082, Phone: (214) 343-2864  
Overnight traceable courier recommended, all packages must be received by April 20th.

**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.

**Compliance / Compatibility Instructions:**

**Videos:** We can only accept videos that have been created with standard compression codes that are in use by Windows. It is imperative that you check your Presentation in the Speaker Ready Room if it contains video files. If you have problems an attendant will be available to assist you. Save your files as .MPG or .AVI only.

**Special Fonts:** If you have special fonts in your presentation please embed them when saving your presentation. You can do this by doing a 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.

**Using a MAC Personal Laptop Computer:** 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.
- 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 permits. If you are unable to retrieve your laptop by the end of your session, it will be stored with the Speaker Ready Room supervisor.

## 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](http://www.pas-meeting.org).

## PAS Workshops and APA Special Interest Groups

**Presenter Instructions**

- PAS Workshop and APA SIG presentations are not preloaded to the meeting server. Please do not submit these presentations in advance of the meeting.
- Workshop and SIG presenters are required to bring their own computer. The PAS does not provide laptops for these sessions.
- PAS will provide technical support to assist leaders with their set up. If necessary, you may request assistance from a technician in your area.

## ASPHO Activities at the Fairmont Royal York Hotel

- ASPHO presentations hosted at the Fairmont are not preloaded to the meeting server. Please do not submit these presentations in advance of the meeting.
- ASPHO presenters scheduled for Thursday and Friday at the hotel are required to check in at the Speaker Ready Room located in the **Toronto Room** at least 5 hours in advance of their session. This will allow time to ensure compatibility, prepare, rehearse, and finalize your presentation before your session.

Information on effective presentations is located on our website at: [www.pas-meeting.org](http://www.pas-meeting.org)

Or visit the speaker help site at: <http://www.speakerconierge.com/pas>

Contact the PAS Program Office for any questions regarding these guidelines or special equipment needs

Email: [info@pas-meeting.org](mailto:info@pas-meeting.org)

Phone: (281) 419-0052

PAS Speaker Ready Room  
Room 714AB  
Metro Toronto Convention Centre