



## 2008 Pediatric Academic Societies & Asian Society for Pediatric Research Joint Meeting

### Audio Visual Guidelines / Presentation Instructions

The PAS provides equipment for PowerPoint type presentations only. All presentations (excluding PAS Workshops, Meet the Professor Breakfast Sessions and APA Special Interest Groups) hosted at the Hawaii Convention Center 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.

Presenter instructions for PAS workshops, Meet the Professor Sessions, APA Special Interest Groups and general poster sessions are located on page 2.

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 laptops and video adapters that specific to Macintosh.

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 the Hawaii Convention Center, it is recommended that you check in at the PAS Speaker Ready Room (Room 319 A/B) 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 you have pre-submitted your presentation. All media submitted to the speaker ready room will be destroyed post show unless other arrangements are made.

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PAS Speaker Ready Room  
Room 319 A/B

Hawaii Convention Centre  
There will not be a PAS Speaker Ready Room at the Hilton

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**Make use of the help Site:** A web site has been created to assist presenters with various aspects of the presentation creation and submission process.

<http://www.speakerconciierge.com/pas/>

Preparing your presentation for transfer:

- You are required to include a disclosure slide at the beginning of your presentation. Samples on page 2.
- 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).
- **Please read, 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:

**Format:**

Date\_Room\_Time\_LastName\_FirstName\_ShortTitle.ppt

**Example:** 050508\_Rm33\_1300\_Smith\_John\_Power.ppt

There are four options for submitting your presentation:

- **Online:** Submit your files online:  
<http://www.speakerconciierge.com/pas/submitp.htm>
- **Onsite:** Take your presentation and all related files on disc to the Speaker Ready Room (Room 319 A/B) at the Hawaii Convention Center 24hrs prior to your session
- **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)
- **Mail (by April 20):**  
PAS at AVMG  
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.

### PAS Workshops, Meet the Professor Breakfast Sessions, and APA Special Interest Groups

#### Presenter Instructions

- These presentations are not preloaded to the meeting server. Please do not submit these presentations in advance of the meeting.
- PAS Workshop, Meet the Professor, 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.

#### 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).

#### 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.

Conflict of Interest and Unapproved or Off Label Disclosure Slide Samples:




### Conflict of Interest Disclosures for

<<INSERT NAME HERE>>  
All conflicts have been resolved

PAS Annual Meetings, May 2-6, 2008, Honolulu, Hawaii

Grant/Research Support	List Company/Organization –Or- N/A or Nothing to disclose
Consultant	List Company/Organization –Or- N/A or Nothing to disclose
Speakers Bureau	List Company/Organization –Or- N/A or Nothing to disclose
Stock Shareholder	List Company/Organization –Or- N/A or Nothing to disclose
Employee	List Company/Organization –Or- N/A or Nothing to disclose
Other (identify)	List Company/Organization –Or- N/A or Nothing to disclose


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<<INSERT NAME HERE>>  
**Has documented that he/she has no relevant financial relationships to disclose or COIs to resolve.**

PAS Annual Meetings, May 2-6, 2008, Honolulu, Hawaii

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### Unapproved or Off Label Disclosures for

<<INSERT NAME HERE>>

PAS Annual Meetings, May 2-6, 2008, Honolulu, Hawaii

**Presenter:** <<Name>> has documented that his/her presentation will not involve discussion of unapproved or off-label, experimental or investigational use.

or--

**Presenter:** <<Name>> has documented that his/her presentation involves comments or discussion of unapproved or off-label, experimental or investigational use of <<products, drugs or devices>>.

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