Poster Presenter Guide

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Poster Presenter Overview

As a poster presenter your presentation must be pre-recorded (audio only) for On-Demand, and you will attend and present in Denver.

PLEASE NOTE: There is no expectation that your pre-recorded content will be identical to what you present in-person in Denver! If you are also presenting in a Workshop or SIG session, those sessions do NOT need to be pre-recorded.

On-Demand

As a Poster presenter you will upload a single PDF of your poster and record a three-minute audio recording.

After you present in Denver, attendees will be able to view your poster, magnify content and listen to your audio starting April 26.

Follow the guidelines and due dates below to complete your Poster Audio Task.

In Denver

YOUR POSTER BOARD NUMBER WILL BE ANNOUNCED IN APRIL, CLOSER TO MEETING. Posters will be presented during 4 sessions at the convention center exhibit hall. Please remain by your poster for the time specified below and discuss research personally with interested individuals.

Important Dates

- **March 18:** Presenter guidelines and login credentials for PAS Presentation Management Portal (Education Harvester in CadmiumCD) sent
- **By April 8:** Register as an "In-Person & On-Demand" attendee
- **April 8:** Final presentation recordings and profiles due in PAS Presentation Management Portal (Poster Harvester in CadmiumCD).
- **April 8:** Begin preparations for your physical paper poster you will bring to Denver.
- **April 22-April 25:** Present your Poster at PAS in Denver
- **April 26-July 31:** On-Demand Content available to attendees for viewing.

Poster Requirements

On-Demand

- The Poster must be a one-sided, single page PDF file.
- Slide ratio 16:9 in landscape is preferred.
- No animation or videos.
- Tables and images should be large enough for audience viewing.
- You should not include any copyrighted images.

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- As a reminder, a magnify feature will be available for attendees to zoom in on your Poster.

In Denver
- Poster Board Dimension: Surface of the Board: 4 feet high and 8 feet wide (1.22 meters and 2.44 meters).
- Header: Prepare a headline that identifies your research to be mounted at the top of the poster board. Lettering should be 1 ½ " (3.81 cm) high or more. Include authors and their affiliations under the header. Disclosure information should be visibly notated on the poster presentation immediately following the poster title and authors.
- Organization: The key is to achieve clarity and simplicity. Do not overload or overcrowd the poster. Use a coherent sequence (top to bottom or left to right) to guide the viewer through the poster. Use figures, tables, graphs, and photographs when appropriate; keep text brief. It may be helpful to have materials pre-mounted on mounting boards. All materials should be legible from a distance.
- Typography: Avoid using abbreviations, acronyms, and jargon. The font should be consistent throughout.

Log In to the PAS Presentation Management Portal - CadmiumCD Poster Harvester

You will be sent a welcome email the week of **March 18** inviting you to the portal. This email will contain your login credentials and a link for the portal. Click on the link and enter your login credentials. If this is your first-time logging into the portal, you will need to read and sign the Privacy Notice.

Task Page

Your Task page will outline the set of tasks that you are required to complete by **April 8**. Before you advance to recording Poster audio, you must first upload your Poster.
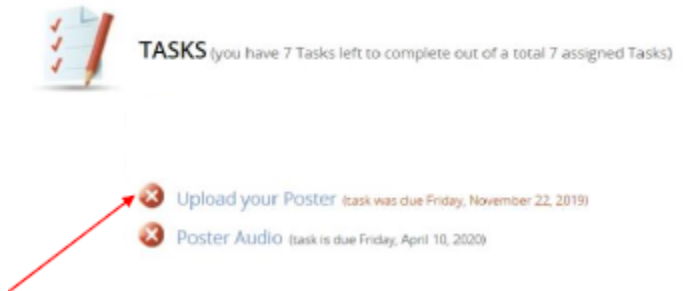
Upload Your Poster

To upload your Poster, click the "Choose File" button to locate your Poster file in your computer. Please note, only PDF files will be accepted.

Once your file has been selected, click the "Submit File(s)" button to complete the upload.

Depending on the size of your Poster PDF, you may see a progress bar display until your file has been uploaded completely.
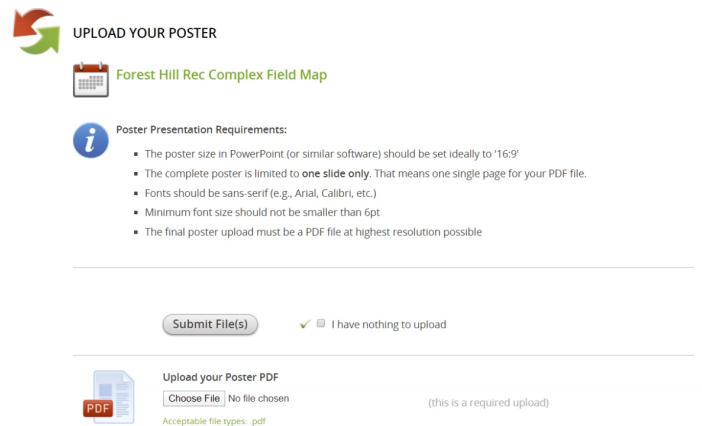
Recording Audio

Part 1

Processing your Poster upload typically takes about five minutes before you can begin to add audio using the Poster Audio task.

After it has been processed, return to your task list and click on the blue text of the Poster Audio task.

Part 2

Before you start recording, check your Poster preview. If the correct image is displayed, you are then ready to start recording by clicking on the blue "Start Recording" button. Your recording can be a maximum of three minutes. The system will warn you if you exceed this time limit.

When you begin recording, the "Start Recording" button will be replaced with a "Stop Recording" button, and a countdown timer will indicate how much recording time is left from the maximum time allowed. Directly above that button is an audio indicator. This indicator will show as a green bar if audio is being detected while you are speaking. If this is not green as you are speaking, make sure your microphone is turned on. When you are finished recording, click the "Stop Recording" button.
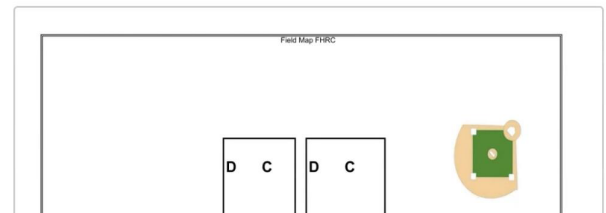
Part 3

The "Stop Recording" button will immediately be replaced with audio controls, a "Save Recording" button and a "Delete" button. You can play back what you have recorded and, if satisfied, click the "Save Recording" button.

If you want to re-record the audio for your slide, click the "Delete" button and start the record process again.
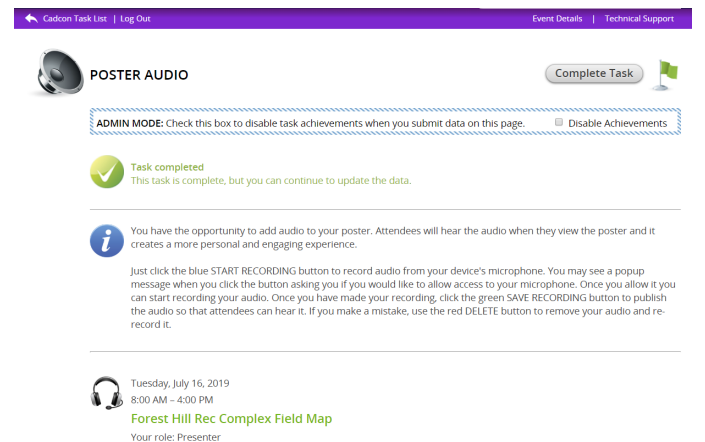
Part 4

Once you have saved your recording click the "Complete Task" button at the top of the page and click on it.

If you need to replace your Poster for any reason, be prepared to re-record the audio associated with it.

What to Expect in Denver

Poster Board Dimension: Surface of the Board: 4 feet high and 8 feet wide (1.22 meters and 2.44 meters).

Set-Up: Enter the exhibit hall through the dedicated Poster Presenter entrance, Hall A.
Each poster board is numbered sequentially in your session. Locate your assigned poster board and mount your poster within the time noted on these instructions. Pushpins will be provided in the area.

Take-Down: Please disassemble your posted materials at the end of the session. **DO NOT** remove the existing poster board number when you remove your poster.

Any materials left on the poster board at the end of the session will be removed and stored at the Poster Concierge located in the exhibit hall. PAS will not be responsible for posters left at the end of each session.

Poster Session Schedules

Date	Set-Up (all posters)	Available for Viewing	Author Attendance Required	Remove Poster
Friday, April 22	2:00 pm – 4:00 pm	6:15 pm – 8:45 pm	6:15 pm – 7:30 pm	8:45 pm – 9:15 pm
Saturday, April 23	10:00 am – 3:30 pm	3:30 pm –6:00 pm	4:15 pm – 6:00 pm	6:00 pm – 6:30 pm
Sunday, April 24	10:00 am – 3:30 pm	3:30 pm –6:00 pm	4:15 pm – 6:00 pm	6:00 pm – 6:30 pm
Monday, April 25	10:00 am – 3:30 pm	3:30 pm –6:00 pm	4:15 pm – 6:00 pm	6:00 pm – 6:30 pm

If you have any questions or concerns, please reach out to us at info@pas-meeting.org. In the subject line please indicate that your question is about Posters.

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