



Highlighted e-Poster with Live Q&A Presenter Guide

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Highlighted e-Poster with Live Q&A Presenter Overview

As a Highlighted e-Poster with a Live Q&A presenter, you will have the ability to share your research by uploading a single PDF of your e-poster and recording a three-minute audio recording of your work. Attendees will be able to view your poster, magnify content, listen to your audio, and leave comments and questions that you may respond to.

As a selected Highlighted e-Poster with a Live Q&A presenter, you'll also be able to answer questions live during a group Q&A session. These sessions will be held in the CadmiumCD Video Chat. See "Responding to Q&A" below for a more in-depth review.

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

Important Dates

- **Early March:** Presenter guidelines sent.
- **By March 18:** Register as a Full Access Pass attendee to receive the early discount rate.
- **Week of March 22:** Login credentials for PAS Presentation Management Portal (Poster Harvester in CadmiumCD) sent.
- **April 16:** Final posters, audio recordings, and profiles due in PAS Presentation Management Portal (Poster Harvester in CadmiumCD)

e-Poster Requirements

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



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

You will be sent a welcome email the week of March 22, 2021, inviting you to the portal. This email will contain your login credentials and a link to 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 required to complete by April 16, 2021. Before you advance to recording e-Poster audio, you must first upload your e-Poster.



TASKS (you have 7 Tasks left to complete out of a total 7 assigned Tasks)



Upload Your e-Poster

To upload your e-Poster, click the "Choose File" button to locate your e-Poster file on 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 e-Poster PDF, you may see a progress bar display until your file has been uploaded completely.



UPLOAD YOUR POSTER



Forest Hill Rec Complex Field Map



Poster Presentation Requirements:

- The poster size in PowerPoint (or similar software) should be set ideally to '16:9'
- The complete poster is limited to **one slide only**. That means one single page for your PDF file.
- Fonts should be sans-serif (e.g., Arial, Calibri, etc.)
- Minimum font size should not be smaller than 6pt
- The final poster upload must be a PDF file at highest resolution possible

Submit File(s)

I have nothing to upload



Upload your Poster PDF

Choose File No file chosen

(this is a required upload)

Acceptable file types: pdf



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Recording Audio

Part 1

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

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



TASKS (you have 6 Tasks left to complete out of a total 7 assigned Tasks)

Upload your Poster (completed 4/8/2020 at 8:47 AM) -- PREVIEW UPLOADS

Poster Audio (task is due Friday, April 10, 2020)

Part 2

Before you start recording, check your e-Poster preview. If the correct image is displayed, you are 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.

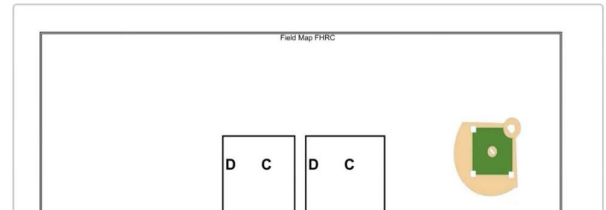
When you begin recording, the "Start Recording" button will be replaced with a "Stop Recording" button, and a countdown timer will indicate how much recording time is left from the maximum time allowed. Directly above that button is an audio indicator. This indicator will show as a green bar if audio 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.



Tuesday, July 16, 2019
8:00 AM - 4:00 PM

Forest Hill Rec Complex Field Map
Your role: Presenter

START RECORDING



Tuesday, July 16, 2019
8:00 AM - 4:00 PM

Forest Hill Rec Complex Field Map
Your role: Presenter

STOP RECORDING

00:02:57

Maximum recording time: 3 minutes





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Part 3

The "Stop Recording" button will immediately be replaced with audio controls, a "Save Recording" button, and a "Delete" button. You can playback 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 recording 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 e-Poster for any reason, be prepared to re-record the audio associated with it.

Tuesday, July 16, 2019
8:00 AM - 4:00 PM
Forest Hill Rec Complex Field Map
Your role: Presenter

0:00 / 0:08

SAVE RECORDING DELETE

Field Map FHRC

← Cadreon Task List | Log Out

Event Details | Technical Support

POSTER AUDIO Complete Task

ADMIN MODE: Check this box to disable task achievements when you submit data on this page. Disable Achievements

Task completed
This task is complete, but you can continue to update the data.

You have the opportunity to add audio to your poster. Attendees will hear the audio when they view the poster and it creates a more personal and engaging experience.

Just click the blue START RECORDING button to record audio from your device's microphone. You may see a popup message when you click the button asking you if you would like to allow access to your microphone. Once you allow it you can start recording your audio. Once you have made your recording, click the green SAVE RECORDING button to publish the audio so that attendees can hear it. If you make a mistake, use the red DELETE button to remove your audio and re-record it.

Tuesday, July 16, 2019
8:00 AM - 4:00 PM
Forest Hill Rec Complex Field Map
Your role: Presenter



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Responding to Q&A

You'll have the opportunity to respond to questions in the Q&A section of your e-Poster presentation area. Please check this area periodically through June 4. Questions and answers will be available for all attendees to view once they are posted.

There is also a Discussion tab that facilitates discussion about your research. Please check this area periodically through June 4.

As a selected Highlighted e-Poster with Live Q&A presenter, you'll also be able to answer questions live during a group Q&A session. These sessions will be held in a CadmiumCD Video Chat. Make sure you can leverage all the bandwidth available at your location. This means limiting other conference calls, streaming, or online gaming while you are presenting. If you're joining from home, let everyone in your household know that you will need dedicated internet access to achieve the best results.

Once the Q&A session starts, the moderator will introduce you and the other Video Chat presenters. The moderator will field a mixture of submitted questions via chat or asked by the audience members sharing their webcam and audio. Please be prepared to have your camera on during the entire 30 minutes live Q&A. After the Q&A has concluded, the moderator will thank everyone for attending.

It is important to note you are not presenting during this live Q&A, and you are only answering questions.

Pre-Presentation Technical Check & Internet Requirements

The second week of March, you will be sent a link to schedule your technical check appointment. Between March 22 and April 26, 2021, you will have a brief technical check with the PAS audio-visual team. The purpose of this technical check is to test your audio and video. You must join this technical check from the exact location you plan to do Q&A from to prevent unexpected issues on the day of your live Q&A session. When selecting your Q&A location, test your internet connection to ensure it is strong enough by using the link below. For the best results, hardwire your computer to the modem. If you plan to use WiFi, get as close as possible to the modem. Close all non-essential programs prior to your test and presentation.

[Internet Speed Test](#)

We recommend at least 25-50 MBPS Download for a strong connection. If you test your system and it is not within this range, please identify a spot that meets the requirements before joining your tech check call. This will limit any day of internet issues.

Technical Tips & Troubleshooting

If you encounter difficulties connecting, please check the following:

- Use Google Chrome or Firefox to participate in the conference.
- Confirm that you are not on your company's VPN Security Settings (disable this setting). After disabling, try logging out, closing your browser, and logging back in.
- If you are in the office, try another network (some offices have robust firewalls that restrict access).
- Clear your web browser history and cache.



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- Check your Internet connection and use a hardwired internet connection if possible
- If using WiFi, get as close to the modem as possible.
- Close any other tabs using a lot of bandwidth.
- If you are at home, make sure no one is using streaming services like Netflix, etc. that could impact your available bandwidth.

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 e-Posters.