

Live Session Group Presenter Guide

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Live Session Presentation Overview

As a Live Session group presenter, your presentation will be pre-recorded and played during the scheduled live session as determined by PAS. A live moderator will introduce your presentation, and then the AV team will press play on the pre-recorded video your chair submitted to the PAS Presentation Management Portal. After your pre-recorded video ends, all members of your group will be asked to share their audio and camera to respond to live Q&A prompted by the moderator. After Q&A, please turn off your camera and mute your microphone. After the session ends, you may disconnect from the live session.

Please note that there is a one-minute delay when the attendees view your presentation; therefore, we cannot offer polling. A delay means that what we are hosting live will be seen by the audience 1 minute after we produce it.

Important Dates

- **Early March:** Presenter guidelines and tech-check appointment link 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 (Education Harvester in CadmiumCD) sent.
- **March 22-April 26:** Live tech-check with AV.
- **April 16:** Final presentation recordings, slides, handouts, and profiles due in PAS Presentation Management Portal (Education Harvester in CadmiumCD).

Presentation Slide Requirements

We recommend presenters download the PAS PowerPoint slide deck template from the PAS Presentation Management Portal. This will be listed as “Download the PAS PowerPoint Template” on your presenter task list. Even if the PAS PowerPoint template is not downloaded, all presentation slides must follow the requirements below.

- 16:9 ratio.
- Headings should be Arial font, color black & size 49.
- Body font should be Arial font, color black & size 24.
- A disclosure slide is required after your title slide.
- Copyrighted images are not permitted.
- No PowerPoint animations or videos are permitted.
- Tables and images should be large enough for audience viewing.
- A good rule of thumb is one slide per minute - For example, a 10-minute presentation would have a maximum of 10 slides.
- Polling will not be available; please do not include any slides for polling.


Log in to the PAS Presentation Management Portal - CadmiumCD Education Harvester

You will be sent a welcome email inviting you into the portal the week of March 22nd. That email will contain the 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. You will only need to complete this notice once. Anytime after that, when you login, you will advance directly to your task page.

Task Page

The Task page will outline the set of tasks that you are required to complete. Please follow the tasks in the order they appear.



The screenshot shows the 'Training' page for 'Conference Harvester™'. The page is divided into three main sections: 'EVENT INFORMATION', 'YOUR INFORMATION', and 'FEEDBACK'. Under 'EVENT INFORMATION', it lists dates (Oct 30 - Nov 2, 2020) and a task to 'Contact the Event Organizer'. Under 'YOUR INFORMATION', it shows the user 'Bob Nowaskey (0 Logins)' with a 'View / Edit Your Profile' link. Under 'FEEDBACK', there is a message: 'We always welcome feedback and want to hear what you like and your suggestions. Give Feedback Now'. The 'TASKS' section shows a list of tasks, with the first task, 'Upload Presentation Slides (task is due Saturday, October 31, 2020)', highlighted with a red box. Other tasks include 'Record Your Presentation Video', 'video upload (not record) task', and 'Update Your Biography'.

When you have completed your presentation slide deck, upload your presentation file to the CadmiumCD Education Harvester. Acceptable file types are: .ppt; .pptx; .pps; .ppsx; .key; and .pdf.



Recording your MP4 Video

Important Note - If you are part of the following Scholarly Session Program Formats, your Chair will be responsible for gathering the presentation's single MP4 video and uploading it to the PAS Presentation Management Portal:

- **Basic-Translational-Clinical Roundtables**
- **Debate Pro/Con Discussions**
- **Panel Discussions.**

There are several ways to create an MP4. We have provided in-depth instructions on how to do this using Zoom below. If you would like to record in another software, such as PowerPoint, GoToWebinar, or Loom, please refer to their websites for instructions.

REMEMBER - After your group finishes recording, rename the file to your session ID number, followed by the presentation title. Example: 12345 - How to Record in Zoom.MP4

1. Download the Zoom Desktop App

Go to zoom.us and click "Sign Up for Free," and follow the online prompts to sign up for an account.



You will receive a confirmation email with a link to "Activate your Account," where you can set up your account and download the desktop application.

2. Update Zoom

Zoom regularly provides new versions to release new features and fix bugs. We strongly recommend upgrading to the latest version. To update your Zoom desktop app, click your profile picture in the right corner of the window. A drop-down menu will appear where you can select "check for updates."

3. Record a Quality Check, then Record Your Presentation

- Open the Zoom desktop app.
- Click "new meeting."
- Once inside the meeting, complete a test recording and playback the video to ensure your microphone and camera function properly. The purpose of this test is to ensure your equipment is functioning correctly before recording your presentation.
 - If you are presenting as part of a panel, you must schedule a practice run-through with all presenters and create a screen-sharing plan.
- When you're ready to run your quality check, share your slides using the "share screen" button, push "record," "record on this computer." Practice advancing your slides to ensure your content can be seen clearly, and add some commentary to check your microphone functions properly.
- The file will be converted to an MP4 when the meeting ends—Playback the test recording to check quality.
- Once you've made any necessary adjustments, record your final presentation.



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- g. After your group finishes recording, rename the file to your session ID number, followed by the presentation title. Example: 12345 - How to Record in Zoom.MP4
- h. Your chair will then log in to their PAS Presentation Management Portal and upload the file under the “upload group MP4 video” task.

Pre-Presentation Technical Check & Internet Requirements

In early to mid-March, you will be sent a link to schedule your technical check appointment to prepare for the live Q&A portion of your presentation. These technical checks will occur between March 22 and April 26 with the PAS audio-visual team. The purpose of this technical check is to test your audio and video, not to rehearse your presentation. You must join this technical check from the exact location you plan to present from to prevent unexpected issues on your presentation day. When selecting your presentation 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 before 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.

For additional information on internet and system requirements for Zoom, please click [HERE](#).

What to Expect on Your Scheduled Session Day

You are required to arrive 25 minutes before your session’s published agenda to start time for your “day of” technical check; you will receive a calendar invitation for this event. This link will be unique to you, and please do not share the link with others, including presenters in your session. 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 presenting from home, let everyone in your household know that you will need dedicated internet access to achieve the best results.

Once the session is live, production will play the recorded presentation that your group has provided. Throughout the presentation, attendees will have the ability to ask questions in the Q&A tab, and upvoting is available to provide feedback on a question's popularity. After the recorded presentation, your group will be asked to enable their webcams and conduct a live Q&A as a group with the moderator's assistance. The moderator will read the questions in the order they have been voted on. After the Q&A has been completed, turn off your camera, and production will confirm when you can exit.

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.
- 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 uses streaming services like Netflix, etc. that could impact your available bandwidth.

Additional Resources

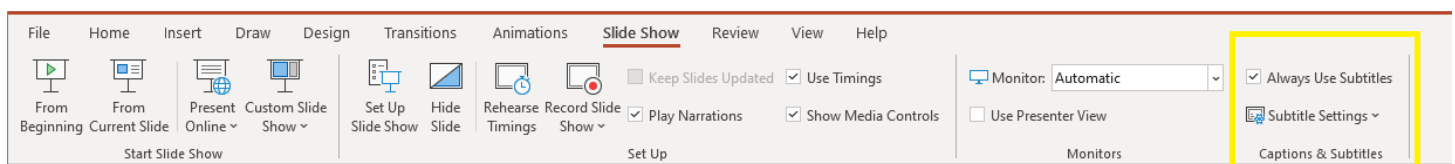
[Tips, Tricks & Best Practices](#)

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 your live session presentation.

Closed Captioning (recommendation only)

PowerPoint

PowerPoint 2016 or newer offers the option to turn on closed captioning. Once in the program, navigate to the Slide Show tab. On the far right side of the ribbon, use the Captions and Subtitles menu to turn on the captions.



Google Slides

Google Slides is a free presentation program that is available for all Gmail users. To turn on closed captioning in your Google Slides presentation, click the present button in the top right corner, then click the "CC" button to turn on and adjust the captions.

