



PAS 2021 VIRTUAL

Pediatric Academic Societies

On-Demand Group with Live Q&A Presenters Guide

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About On-Demand Group Presentations

On-Demand Panel, Pro/Con Debate, and Roundtable sessions require the presentation group to record together and upload an MP4 to the PAS Presentation Management Portal (CadmiumCD Education Harvester). Your MP4 will need to be uploaded by **your Chair by April 16, 2021**.

As On-Demand presenters with live Q&A, your presentation will be pre-recorded and available for attendees to view beginning **April 28**. Attendees will be able to leave comments and questions as they view your On-Demand session. When the live Q&A session begins, these questions will be moved to the live Q&A, and the moderator will read them aloud for you to respond to in real-time. Please be prepared to have your webcam on during the entire 30-minute live Q&A.

Before your recording, we recommend you look over the following guidelines and due dates.

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.



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Step by Step Zoom Recording Instructions

1. Download the Zoom Desktop App

Go to zoom.us, 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 will be able to 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 Your Presentation

- a. Open the Zoom desktop app
- b. Click “new meeting”
- c. Once inside the meeting, complete a test recording and playback the video to ensure your microphone and camera are functioning correctly.
- d. When you’re ready to run your test, 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 is functioning correctly.
- e. The file will be converted to an MP4 when the meeting ends. Playback the test recording to check quality.
- f. Make any necessary adjustments before your panel recording session.
- g. Schedule a recording date and share the Zoom link with all panelists.
- h. When you are ready to record your final presentation, repeat the first part of step “d.”
- i. After you finish recording your final presentation, rename the file to your session ID number, followed by the presentation title.
 - i. Example: 12345 - How to Record in Zoom.MP4
- j. Your chair will log into the CadmiumCD Education Harvester and upload the file under the “upload your group MP4” presentation task section.

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

You will be sent a welcome email inviting you to the conference portal the week of March 22. This 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 Conference 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

Your Task List page will outline the set of tasks that you are required to complete.



The screenshot shows the 'Training' portal interface. At the top, there is a blue header with the word 'Training' and the CadmiumCD logo. Below the header, there are three main sections: 'EVENT INFORMATION', 'YOUR INFORMATION', and 'FEEDBACK'. The 'EVENT INFORMATION' section includes dates (Oct 30 - Nov 2, 2020), a Spookapalooza 2020 event, and a contact link for the event organizer. The 'YOUR INFORMATION' section shows the user's name (Bob Nowaskey) and a link to view or edit their profile. The 'FEEDBACK' section has a message encouraging users to provide feedback. Below these sections is a 'TASKS' section with a red box highlighting the first task: 'Upload Presentation Slides (task is due Saturday, October 31, 2020)'. Other tasks include 'Record Your Presentation Video', 'video upload (not record) task', and 'Update Your Biography'.

Your chair will upload your recorded MP4 recording.

You can upload your individual PowerPoint presentation file. Acceptable PowerPoint file types are: .ppt; .pptx; .pps; .ppsx; .key; and .pdf.



Pre-Presentation Technical Check & Internet Requirements

You will be invited to one of the following tech-checks described below. The tech-check you have been assigned will be announced in an email to you the first week of March with the corresponding way to sign up.

Coterie Spark Tech-Check

The second week of March, you'll be sent a link to register for a 30-minute pre-conference meeting and technical check. The purpose of this meeting and 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.

Falcon Tech-Check

The second week of March, you will be sent a link to schedule your technical check appointment. Between March 22-April 26, 2021, you will have a scheduled 15-minute technical check with the audiovisual 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.

Internet Recommendations

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 start time for your "day of" technical check, which you will receive a calendar invitation for. This link will be unique to you; 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 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 your group. The moderator will field a mixture of pre-existing and new questions that are submitted via chat. Q&A will be handled answered by your entire group. Please be prepared to have your webcam during the entire 30-minute live Q&A. After the Q&A has concluded, the moderator will thank everyone for attending, and the production staff will confirm when you can exit.

Responding to Q&A

In addition to the live Q&A session described above, as an On-Demand presenter, you'll have the opportunity to respond to questions in the Q&A section of your presentation area. Check this area periodically until June 4, 2021. Questions and answers will be available for all attendees to view until January 31, 2022.

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

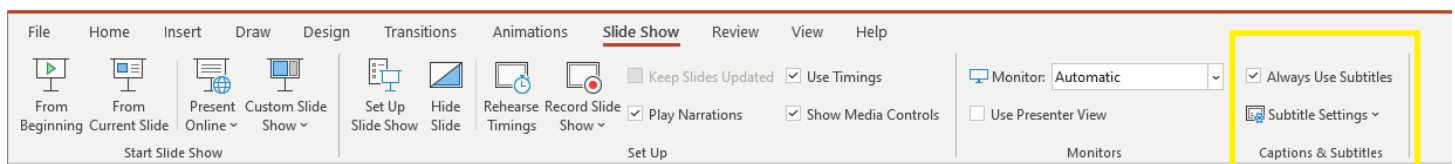
[Tips, Tricks, & Best Practices](#)

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 on-demand 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.

