



# PAS 2021 VIRTUAL

Pediatric Academic Societies

## On-Demand with Live Q&A in Zoom Presenters Guide

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## About On-Demand Presentations with Live Q&A in Zoom

As an On-Demand presenter 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 your 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 presentation, 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. [Click here](#) for more in-depth information.
- **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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## Log In to the PAS Presentation Management Portal (CadmiumCD Education Harvester)

You will be sent a welcome email the week of March 22, 2021, inviting you to the portal. 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 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.

The screenshot shows the 'Training' dashboard for 'Conference Harvester'. It includes sections for 'EVENT INFORMATION', 'YOUR INFORMATION', and 'FEEDBACK'. The 'TASKS' section is highlighted with a red box and lists the following tasks:

- Upload Presentation Slides (task is due Saturday, October 31, 2020)
- Record Your Presentation Video (task is due Saturday, October 31, 2020)
- video upload (not record) task (task is due Saturday, October 3, 2020)
- Update Your Biography (task was due Friday, September 18, 2020)

## Upload & Record Your Presentation

### Presentation Upload

Once your PowerPoint presentation is finalized, upload the presentation slide file. Acceptable file types are: .ppt; .pptx; .pps; .ppsx; .key; and .pdf.

It is important to note that if you need to add, edit, or delete any slides, you will need to upload and replace your entire previous presentation. If you have recorded any video with the previous presentation, it will be deleted when updating the slides. *Do not record until your presentation is finalized.*

Once your final presentation has been uploaded, it will take roughly five minutes to process before you can proceed to record your video.

The screenshot shows the 'UPLOAD PRESENTATION SLIDES' form. It includes a date and time selector, a title field with the text 'Bob's Scary Video Presentation - One Presentation Title', and a 'Submit File(s)' button. Below the title field, there is a 'PLEASE NOTE' section and a 'Presentation Slides' section with a 'Choose File' button. The 'Submit File(s)' button is highlighted with a red box.



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## Recording Video

### Part 1

You can record once the presentation has been processed and uploaded to your task list. Click on the blue text that says "Record Your Presentation Video.". If you are presenting multiple sessions, make sure you select the desired presentation title.

The slides for your presentation will be displayed at the bottom of this page. In this area, you will find directions to guide you through the recording process and a reminder of your presentation's allotted time.

To begin recording, click directly on the first slide in your slide deck.

### Part 2

The bottom of the screen will display the corresponding slide that you are recording video for. Instructions will be included directly above the "Start Recording" button noting the amount of time you have recorded so far, the maximum amount of recording time for a single slide, and the maximum amount of time for the entire presentation.

The slide itself will display some action buttons allowing you to advance to the next slide or return to the page showing all slides, as well as an indicator showing the percent of slides currently with audio.

To start recording, click on the blue "Start Recording" button.



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## Part 3

When you begin recording, you will see that the "Start Recording" button will be replaced with a "Stop Recording" button. 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 showing green while speaking, check to see that your microphone is turned on.

## Part 4

Upon completion, click the "Stop Recording" button. This button will immediately be replaced with a "Save Recording" and a "Delete" button. You will also have a "Play" button available below the video clip. You can playback your recording and, if satisfied, click the "Save Recording" button; you will then advance to the next slide in your slide deck to record that slide. If you want to re-record the audio for a slide, click the "Delete" button and start the recording process for that slide again.

## Part 5

Continue recording and advancing through your slide deck until you have completed a video recording for each slide. Arriving at the last slide and saving that recording will advance you to this page, as seen on the image to the right, showing a progress bar noting 100% for your presentation. You will also see a green border around each slide, indicating that each slide has an associated video. You are now ready to complete this task. Move your cursor to the "Complete Task" button at the top of the page and click on it.

The screenshot displays a user interface for recording a presentation. At the top, it shows the date and time: Thursday, October 1, 2020, 7:00 PM - 11:00 PM. The title is "Bob's Scary Video Presentation". Below the title, it states "Video recorded for this slide: 0 seconds — videos for all slides: 0 seconds" and "You can record up to 5 minutes for this slide and 1 to 90 minutes for the presentation". A video player shows a man speaking. Below the video player, there is a "RECORD YOUR PRESENTATION VIDEO" section with a "Complete Task" button highlighted in a red box. A green checkmark icon indicates "Task completed" with the message "This task is complete, but you can continue to update the data." An information icon provides instructions: "Click the blue START RECORDING button to record video for this slide. 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. If you do not want to have video on this slide, simply start recording and make no sound. The length of your silent recording will be the amount of time that users will see the slide until it automatically flips to the next slide." It also notes: "When you speak into your microphone, the grey 'volume' bar will light up green if audio is being detected. The louder you speak, the more green you will see. If the bar does not turn green then your microphone is not picking up any sound." At the bottom, it shows the date and time: Friday, October 30, 2020, 6:00 AM - 6:00 PM. The title is "Bob's Super Scary Spectacular". It states "Video recorded so far: 1 minute, 33 seconds (1.6 minutes) (you can record between 1 and 90 minutes of video for the whole presentation)". A progress bar shows "100% (5 / 5) of the slides have video". Below the progress bar, there are five slide thumbnails numbered 1 to 5, each with a video icon.



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## **Pre-Presentation Information Meeting/Technical 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 that you plan to present to prevent unexpected issues on the day of your presentation. 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; 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 you and the other presenters in the room. The moderator will field a mixture of pre-existing and new questions that are submitted via chat. Q&A will be handled presenter by presenter. For example, the moderator will ask all questions to Presenter 1 and then proceed to Presenter 2's questions. Each presenter will have up to 5 minutes to answer questions about their presentation. Please be prepared to have your webcam on 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. Please check this area periodically until June 4, 2021. Questions and answers will be available for all attendees to view until January 31, 2022.



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## 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 is using 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](mailto:info@pas-meeting.org). In the subject line, please indicate that your question is about your On-Demand presentation.