

**PAS
2023**

PEDIATRIC ACADEMIC SOCIETIES MEETING

APRIL 27 - MAY 1, 2023 | WASHINGTON, D.C.

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Presenters Guide

Oral Abstract

Table of Contents

[Presenter Overview \(page 2\)](#)

[Important Dates \(page 2\)](#)

[Presentation Slide Requirements \(page 3\)](#)

[Pre-record your presentation for On Demand Viewing \(page 4\)](#)

[Login to the PAS Presentation Management Portal - CadmiumCD Education Harvester Task Page \(page 4\)](#)

[Upload & Record Your Presentation \(page 4\)](#)

[Presentation Upload \(page 4\)](#)

[Recording Video \(page 5-6\)](#)

[Part 1](#)

[Part 2](#)

[Part 3](#)

[Part 4](#)

[Part 5](#)

[What to Expect on Your Scheduled Session Day \(page 7\)](#)

PAS PEDIATRIC ACADEMIC SOCIETIES MEETING

2023 APRIL 27 - MAY 1, 2023 | WASHINGTON, D.C.

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Presenter Overview

As a presenter of an Oral Abstract your presentation must be pre-recorded for On-Demand, and you will attend and present in Washington, D.C..

PLEASE NOTE: There is no expectation that your pre-recorded content will be identical to what you present in-person in Washington, D.C.!

On-Demand

Your presentation will need to be pre-recorded using the PAS Presentation Management Portal - CadmiumCD Education Harvester by **Friday, April 7** and will be available for attendees to view beginning on Tuesday, May 2.

In Washington, D.C.

You are required to attend and present in Washington, D.C. Additional information about your in-person presentation requirements are outlined below. Speaker Ready Room information will be added to your task list in the PAS Presentation Management Portal in April and you will receive a second notification email to complete those tasks.

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

Important Dates

- March 17: Presenter guidelines and login credentials for PAS Presentation Management Portal (Education Harvester in CadmiumCD) sent
- by March 31: Register as an “In-Person & On-Demand” attendee
- April 7: Final presentation recordings and profiles due in PAS Presentation Management Portal (Education Harvester in CadmiumCD) to be used for on-demand content.
- April 10-26: Upload your slides to PAS Presentation Management Portal (Education Harvester in CadmiumCD) to be used during your presentation in Washington, D.C..
- April 28-May 1: Present at PAS in Washington, D.C.. Arrive at the Speaker Ready Room at least 6 hours prior to your presentation time.
- May 2: On-Demand Content available for viewing

PAS PEDIATRIC ACADEMIC SOCIETIES MEETING

2023 APRIL 27 - MAY 1, 2023 | WASHINGTON, D.C.

DISCOVER • ENGAGE • BELONG

Presentation Slide Requirements

Please use the information below for your On-Demand and In-Person slides. We recommend that 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.

Information on the new “SHARE” AND “DO NOT SHARE” Policy can be found under the “Download the PAS PowerPoint Template” task in the Education Harvester.

We do not expect your uploaded slides for your pre-recorded presentation to be identical to what you present in-person in Washington, D.C.

- A disclosure slide is required after your title slide.
- 16:9 ratio.
- Headings should be Arial font, color black & size 49.
- Body font should be Arial font, color black & size 24.
- Ensure images are large enough for the audience to easily view.
- Copyrighted images are not permitted.
- No PowerPoint animations or videos are permitted for On-Demand slide uploads, however you can use them for your onsite slides in Washington, D.C..
- A good rule of thumb is one slide per minute - For example, a 10-minute presentation would have a maximum of 10 slides.

Additional information about presenting In-Person, including uploading your slides for In-Person use will be provided on April 10 in the PAS Presentation Management Portal (Education Harvester in CadmiumCD).

PAS PEDIATRIC ACADEMIC SOCIETIES MEETING

2023

APRIL 27 - MAY 1, 2023 | WASHINGTON, D.C.
DISCOVER • ENGAGE • BELONG

Pre-record your presentation for On Demand Content

Login 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 17. 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 page will outline the set of tasks required to complete and their deadlines.

The screenshot shows the 'Training' portal dashboard. At the top, it says 'Training' and 'cadmiumCD Bring Your Event Together!'. Below this, there are tabs for 'EVENT INFORMATION', 'YOUR INFORMATION', and 'FEEDBACK'. Under 'EVENT INFORMATION', it lists dates (Oct 30 - Nov 2, 2020), the event name (Spookapalooza 2020), and a link to contact the event organizer. Under 'YOUR INFORMATION', it shows the user's name (Bob Nowaskey) and a link to view/edit their profile. Under 'FEEDBACK', it says 'We always welcome feedback and want to hear what you like and your suggestions. Give Feedback Now!'. In the 'TASKS' section, it lists four tasks: 'Upload Presentation Slides' (due Saturday, October 31, 2020), 'Record Your Presentation Video' (due Saturday, October 31, 2020), 'Video upload (not record) task' (due Saturday, October 3, 2020), and 'Update Your Biography' (task was due Friday, September 18, 2020). The 'Upload Presentation Slides' task is highlighted with a red box.

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 recording your video.

The screenshot shows the 'Upload Presentation Slides' page. At the top, it says 'Training' and 'cadmiumCD Bring Your Event Together!'. Below this, there are tabs for 'Task List' and 'Log Out'. The main heading is 'UPLOAD PRESENTATION SLIDES'. It shows the date 'Thursday, October 1, 2020' and the time '7:00 PM - 11:00 PM'. Below this, it says 'Bob's Scary Video Presentation - One Presentation Title' and 'Bob Nowaskey'. There is a red box around the title. Below the title, it says 'Please upload slides for your presentation(s). If you have multiple presentations, upload slides for each separately. By uploading presentation slides, you agree to have the slides published to eventScribe (event App and/or Website). If you do not wish to have your slides published, please use the "I have nothing to upload" checkbox to opt out.' There is a 'PLEASE NOTE' section that says 'When you submit your file through this task, it will be sent directly to a publishing queue and be processed for display in the mobile app and/or website. Please be aware that animations and videos are not supported. If you decide to retract your file, you may remove the content from displaying in the mobile app and/or website by clicking the "Delete this file" link from within this upload task where you made the initial submission.' There is a 'Submit Files' button and a checkbox for 'I have nothing to upload'. Below this, there is a 'Presentation Slides' section with a 'Choose File' button and a note that says 'Accepted file types: .ppt, .pptx, .pps, .ppsx, .key, .pdf'. There is a red box around the 'Choose File' button.

PAS 2023

PEDIATRIC ACADEMIC SOCIETIES MEETING

APRIL 27 - MAY 1, 2023 | WASHINGTON, D.C.

DISCOVER • ENGAGE • BELONG

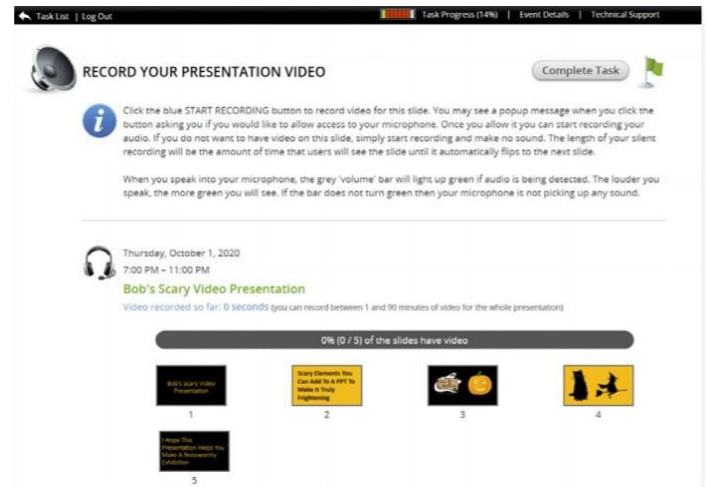
Recording Video

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 the 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.



PAS 2023

PEDIATRIC ACADEMIC SOCIETIES MEETING

APRIL 27 - MAY 1, 2023 | WASHINGTON, D.C.

DISCOVER • ENGAGE • BELONG

Part 3

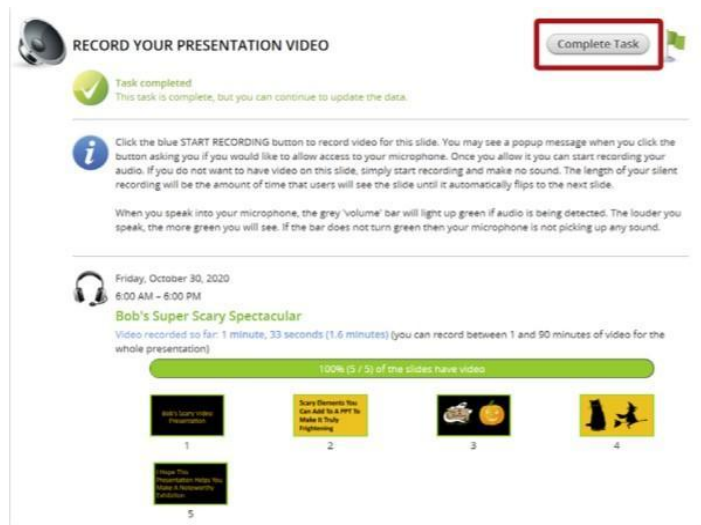
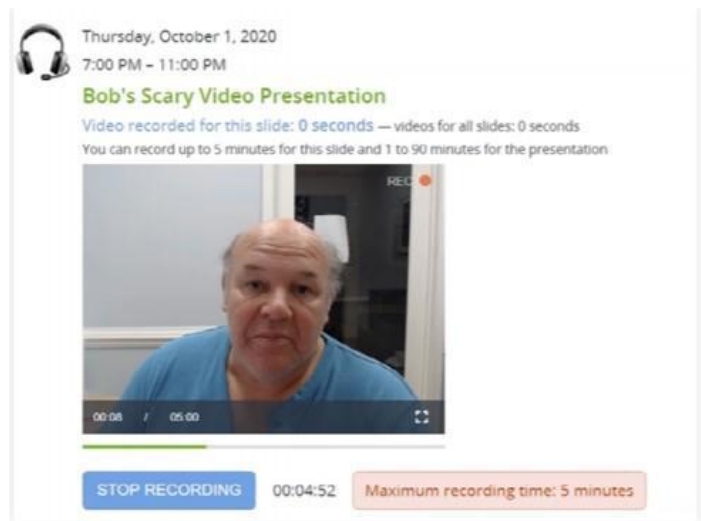
When you begin recording, you will note that the "Start Recording" button will be replaced with a "Stop Recording" button. Directly above that button is an audio indicator. This indicator will show as a green bar if audio is being detected while you are speaking. If this is not showing green while speaking, 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 for 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 in the image on 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.



**PAS
2023**

PEDIATRIC ACADEMIC SOCIETIES MEETING

APRIL 27 - MAY 1, 2023 | WASHINGTON, D.C.

DISCOVER • ENGAGE • BELONG

What to Expect on Your Scheduled Session Day

Additional information about presenting In-Person, including uploading your slides for In-Person use will be provided in April in the PAS Presentation Management Portal (Education Harvester in CadmiumCD).

All slides for In-Person use should be uploaded between **April 10-26, 2023** in the PAS Presentation Management Portal (Education Harvester in CadmiumCD). These can also be hand-carried on a flash drive and checked into the Speaker Ready Room.

ALL presenters for sessions taking place in the Convention Center are required to check in at the Speaker Ready Room (Convention Center 103 B) at least six hours in advance of their presentation to ensure compatibility, prepare, rehearse, and finalize your presentation before submitting it to the attendant in the Speaker Ready Room.

Note: You are required to check in with the Speaker Ready Room even if you have pre-submitted your presentation. All media submitted to the speaker-ready room will be destroyed post-show unless other arrangements are made.

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.