

**PAS  
2023**

**PEDIATRIC ACADEMIC SOCIETIES MEETING**

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

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## **Oral Poster Symposia Presenters Guide**

### **Table of Contents**

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

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

[Poster 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 \(page 4-5\)](#)

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

[Part 1](#)

[Part 2](#)

[Part 3](#)

[Part 4](#)

[Part 5](#)

[What to Expect in Washington, D.C. \(page 7\)](#)

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

DISCOVER • ENGAGE • BELONG

### Presenter Overview

Poster Symposia sessions include 9 posters grouped by topic. Following a 30-minute viewing period of the posters, short oral presentations and a discussion period will be chaired by session moderators, with questions and comments from the audience.

The moderators determine the exact format for the discussion period. Instructions regarding the format will be sent by the moderators prior to the meeting.

Poster symposia provide an opportunity for the exchange of ideas between presenters and audience members. The schedule below indicates the set-up time for the symposia. Authors should be present in the poster symposia room the entirety of the during the designated session times.

**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.

**YOUR POSTER BOARD NUMBER WILL BE ANNOUNCED IN APRIL, CLOSER TO MEETING. POSTER BOARDS WILL BE SETUP IN THE BACK OF THE ORAL POSTER SYMPOSIA ROOM.** You are required to attend and present in Washington, D.C. Additional information about your in-person presentation requirements are outlined below.

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 and begin preparations for your physical poster you will bring to Washington, D.C.
- 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 8: Begin preparations for the physical poster you will bring to D.C.
- 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.. Plan to arrive early to pin your poster on the board
- May 2: On-Demand Content available for viewing

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

**DISCOVER • ENGAGE • BELONG**

**You will upload PowerPoint slides for On-Demand use, PowerPoint slides for In-Person use, and bring a physical poster onsite as well. YOUR POSTER BOARD NUMBER WILL BE ANNOUNCED IN APRIL, CLOSER TO MEETING. POSTER BOARDS WILL BE SETUP IN THE BACK OF THE ORAL POSTER SYMPOSIA ROOM**

## **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).

## **Poster Requirements In Washington, D.C.**

- Poster Board Dimension: Surface of the Board: 4 feet high and 8 feet wide (1.22 meters and 2.44 meters).
- Organization: The key is to achieve clarity and simplicity. Do not overload or overcrowd the poster. Use a coherent sequence (top to bottom or left to right) to guide the viewer through the poster. Use figures, tables, graphs, and photographs when appropriate; keep text brief. It may be helpful to have

# PAS PEDIATRIC ACADEMIC SOCIETIES MEETING

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

### DISCOVER • ENGAGE • BELONG

materials pre-mounted on mounting boards. All materials should be legible from a distance.

- **Typography:** Avoid using abbreviations, acronyms, and jargon. The font should be consistent throughout.

Additional information about presenting In-Person will be provided on April 10 in the PAS Presentation Management Portal (Education Harvester in CadmiumCD).

## Pre-record your presentation for On Demand Viewing

### 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 displays the 'Training' portal interface. The top navigation bar includes 'Training' and 'cadmiumCD Bring Your Event Together'. Below this, there are tabs for 'EVENT INFORMATION', 'YOUR INFORMATION', and 'FEEDBACK'. The 'TASKS' section lists several tasks, with 'Upload Presentation Slides' highlighted. The 'UPLOAD PRESENTATION SLIDES' section shows a task titled 'Bob's Scary Video Presentation' with a deadline of Thursday, October 1, 2020. It includes a 'Submit Files' button and a 'Choose File' button. A 'PLEASE NOTE' section provides instructions on how to upload slides and what to do if the file is not chosen.

## 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*

The banner features a dark blue background with a light blue network graphic of nodes and lines. The text is white and orange.

# PAS PEDIATRIC ACADEMIC SOCIETIES MEETING

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

DISCOVER • ENGAGE • BELONG

*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.



# PAS PEDIATRIC ACADEMIC SOCIETIES MEETING

## 2023

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

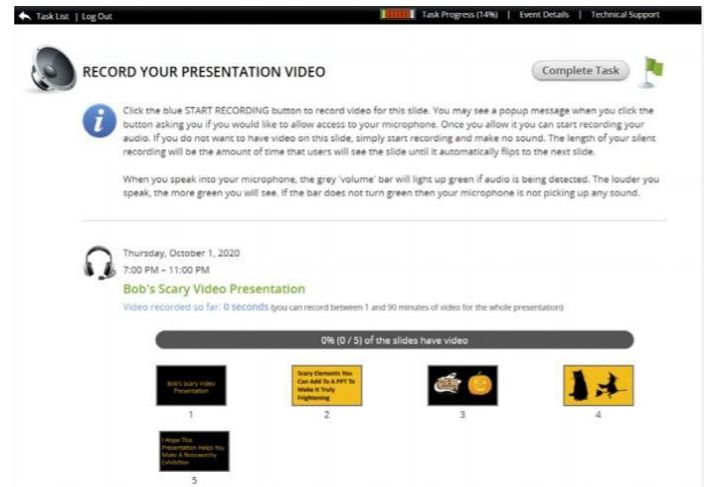
## Recording Video

### 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.



## Part 3

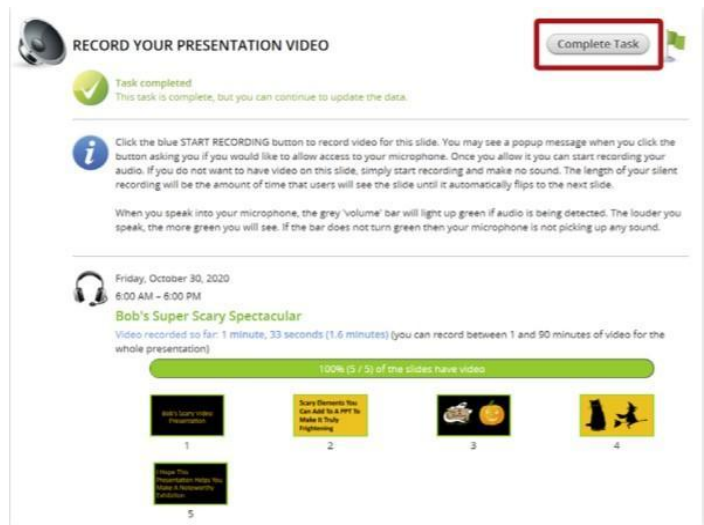
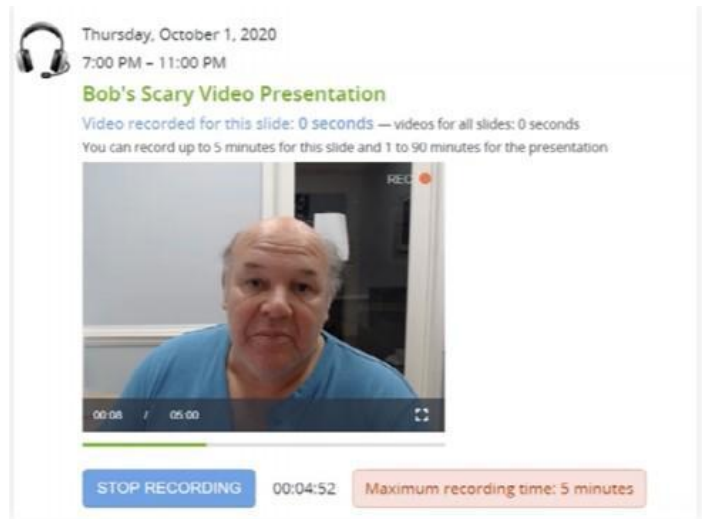
When you begin recording, you will note that the "Start Recording" button will be replaced with a "Stop Recording" button. Directly above that button is an audio indicator. This indicator will show as a green bar if audio is being detected while you are speaking. If this is not showing green while speaking,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

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

DISCOVER • ENGAGE • BELONG

### What to Expect in Washington, D.C.

Additional information about presenting In-Person will be provided in April in the PAS Presentation Management Portal (Education Harvester in CadmiumCD).

**Set-Up:** Each poster board is numbered sequentially in your session in the back of the room. Locate your assigned poster board and mount your poster within the time noted on these instructions. Pushpins will be provided in the area.

Date	Symposia Time	Poster Set-Up
Friday, April 28	3:45 pm-3:30 pm	1:00 PM-2:00 PM
Saturday, April 29	8:00 am – 9:30 am 11:00 am – 12:30 pm 2:00 pm – 3:30 pm	7:00 am – 8:00 am 10:00 am – 11:00 am 1:00 pm – 2:00 pm
Sunday, April 30	8:00 am – 9:30 am 11:00 am – 12:30 pm 2:00 pm – 3:30 pm	7:00 am – 8:00 am 10:00 am – 11:00 am 1:00 pm – 2:00 pm
Monday, May 1	8:00 am – 9:30 am 1:00 pm-2:30 pm	7:00 am – 8:00 am 12:00 pm – 1:00 pm

**Take-Down:** Please disassemble your posted materials at the end of the session. **DO NOT** remove the existing poster board number when you remove your poster.

Any materials left on the poster board at the end of the session will be removed and discarded. PAS will not be responsible for posters left at the end of the session.

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 Oral Poster Symposia presentation.