Oral Poster Symposia Presenters Guide

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Presenter Overview

Oral Poster Symposia sessions include 9 posters grouped by topic and provide an opportunity for the exchange of ideas between presenters and audience members.

The session begins with a 30-minute viewing period of the posters that are setup in the back of the room.

Following the poster viewing period, presenters will each give 3-minute oral presentations sharing their main findings on stage. Oral presentations are usually clustered in groups of three. These brief presentations should focus on the rationale for the study and how the results provide new insights and/or mechanisms. This will be followed by Q+A and rich discussion of the three posters within the group. Each presenter should come prepared with at least one question for each of the other presenters in the group.

Moderators will decide ahead of time the grouping of 3 presentations and will determine the exact format for the discussion period.

<u>PLEASE NOTE:</u> There is no expectation that your pre-recorded content will be identical to what you present in-person in Toronto, Canada!

On-Demand
Your presentation will need to be pre-recorded using the PAS Presentation Management Portal - CadmiumCD Education Harvester by April 15 and will be available for attendees to view beginning on May 7. **Your pre-recording can be a maximum of 3 minutes long.**

In Toronto, Canada
The session begins with a 30-minute viewing period of the posters that are setup in the back of the room.
YOUR POSTER BOARD NUMBER WILL BE ANNOUNCED CLOSER TO MEETING. POSTER BOARDS WILL BE SETUP IN THE BACK OF THE ORAL POSTER SYMPOSIA ROOM.

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

Take-Down: Please disassemble your posted materials at the end of the session. 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.

Following the poster viewing period, presenters will each give 3-minute oral presentations sharing their main findings on stage.

You are required to attend and present in Toronto, Canada. 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
- by March 15: Register as an "In-Person & On-Demand" attendee
- March 18: Presenter guidelines and login credentials for PAS Presentation Management Portal (Education Harvester in CadmiumCD) sent
- April 15: Upload Your Presentation Slides and complete your 3-minute recording for On-Demand use.
- April 19: You will receive a task to upload final presentation slides to the Onsite PAS Presentation Management Portal to be used onsite during your presentation in Toronto. These are separate from the on-demand slides due April 15. All slides for In-Person use should be uploaded between April 19 - May 3 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.
- May 3-May 6: Present at PAS in Toronto, Canada. Arrive at the Speaker Ready Room at least 6 hours prior to your presentation time.
- May 7: On-Demand Content available for viewing.

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 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 "SHARE" AND "DO NOT SHARE" Policy can be found under the "Download the PAS PowerPoint Template" task in the Education Harvester.

<u>We do not expect</u> your uploaded slides for your pre-recorded presentation to be identical to what you present in-person in Toronto, Canada.

- 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 Toronto, Canada.
- 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 19 in the PAS Presentation Management Portal (Education Harvester in CadmiumCD).

Poster Requirements
In Toronto, Canada

- Poster Board Dimension: The surface of the board PAS provides you to hang your poster on is 4 feet high and 8 feet wide (1.22 meters and 2.44 meters). Please make sure your poster can fit within these dimensions. It is your responsibility to print your poster, PAS will not do this on your behalf.
- 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 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 19 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 March 18. 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 be completed and their deadlines.

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 you 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.

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.
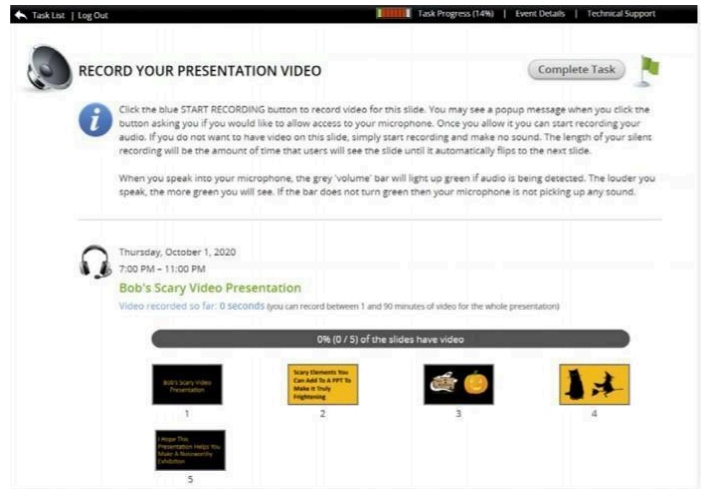
Part 3

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.
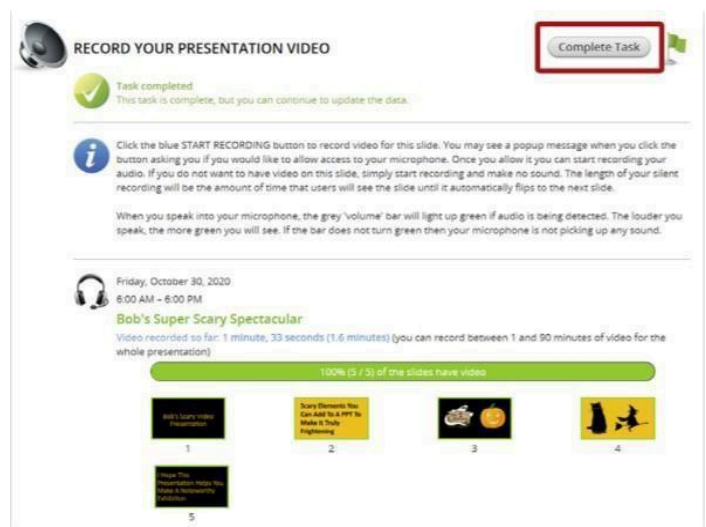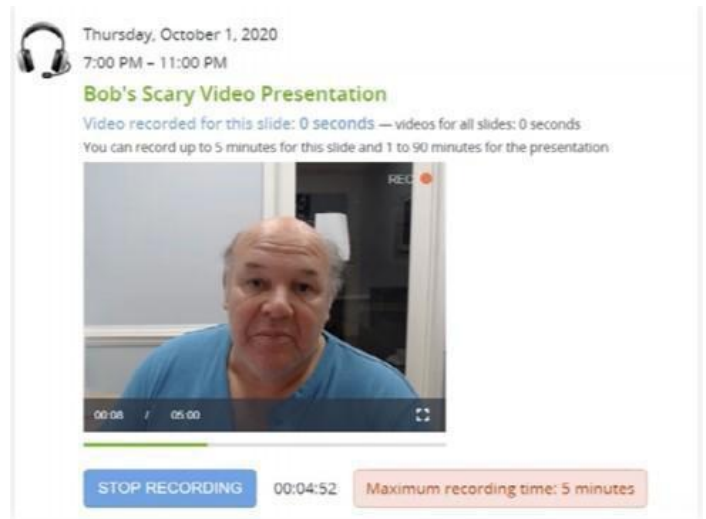
What to Expect in Toronto, Canada

Additional information about presenting In-Person will be provided April 19 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, May 3	3:45 pm-5:15 pm	1:00 PM-2:00 PM
Saturday, May 4	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, May 5	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 6	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. In the subject line please indicate that your question is about your Oral Poster Symposia presentation.