



Phase II Workshop Presenters Guide

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PAS 2021 VIRTUAL

Pediatric Academic Societies

Workshop Overview

As a workshop presenter, your session will be hosted on the Zoom Meeting platform using PAS's link. Your workshop session will have the ability to be a highly collaborative session for a predetermined number of attendees. We realize that workshops are very customizable and are not a one size fits all session. PAS will work closely with you to create the best workshop for your audience. Please use the information below as a general overview and guide for workshops.

If you noted in the Workshop Logistics Survey that your team is comfortable running your workshop via Zoom: You will be joined by your Workshop leader and co-leaders who will be running the session for you. The workshop leader(s) role will be similar to a moderator or chair, but this role can be determined based on your individual Workshop needs. While presenting, you will share your PowerPoint presentation/screen and webcam. The PAS production team will be available to you as support via the email and telephone number provided to you.

If you selected that you would prefer your Workshop be run by PAS:

On the day of your workshop, you will be joined by your workshop leader/co-leader(s) and a PAS production team member. The workshop leader(s) role will be similar to a moderator or chair, but this role can be determined based on your individual Workshop needs. While presenting, you will share your PowerPoint presentation/screen and webcam.

Important Dates

- **Early March:** Presenter guidelines 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.
- **By April 5:** PAS will send your technical script for approval if your Zoom Meeting is managed by the PAS production team.
- **April 16:** Final presentation slides, handouts, polling information, and profiles due in PAS Presentation Management Portal (Education Harvester in CadmiumCD).
- **April 16:** Deadline to approve technical scripts if your Workshop is managed by the PAS production team.



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.

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

You will be sent a welcome email inviting you into the portal the week of March 22nd. That 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. 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

The Task page will outline the set of tasks that you are required to complete. Please follow the tasks in the order they appear.

The screenshot shows the 'Training' page in the CadmiumCD Education Harvester portal. The page has a blue header with the 'Training' title 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), the event name (Spookapalooza 2020), and a link to contact the event organizer. The 'YOUR INFORMATION' section shows the user's name (Bob Nowaskey) and a link to view/edit their profile. The 'FEEDBACK' section includes a message about welcoming feedback. Below these sections is a 'TASKS' section with a list of tasks. The first task, 'Upload Presentation Slides', is highlighted with a red box. Other tasks include 'Record Your Presentation Video', 'video upload (not record) task', and 'Update Your Biography'.

We recommend that you download the PAS presentation slide deck found in the Task list. This will be listed as a “download task.”



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When you have completed your presentation slide deck, upload your presentation file to the CadmiumCD Education Harvester. Acceptable file types are: .ppt; .pptx; .pps; .ppsx; .key; and .pdf.

Finalized polling and breakout information will be requested as a task in CadmiumCD as well.

Pre-Presentation Internet Requirements

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](#).

Step by Step Zoom Preparation Instructions

1. Download the Zoom Desktop App

Go to zoom.us and 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 can 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.

What to Expect on Your Scheduled Session Day

You are required to arrive 30 minutes before your session’s published agenda start time for your “day of” technical check; you will receive a calendar invitation for this event. This link will be unique to you, and 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 presenting from home, let everyone in your household know that you will need dedicated internet access to achieve the best results.

Once the session is live, you will follow the plans you and your workshop chair have created for your workshop, including polling, breakouts, and other interactive features.

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

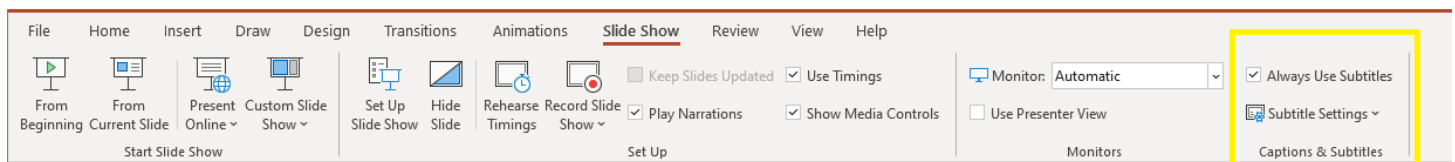
[Tips, Tricks, & Best Practices](#)

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 workshop's 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.

