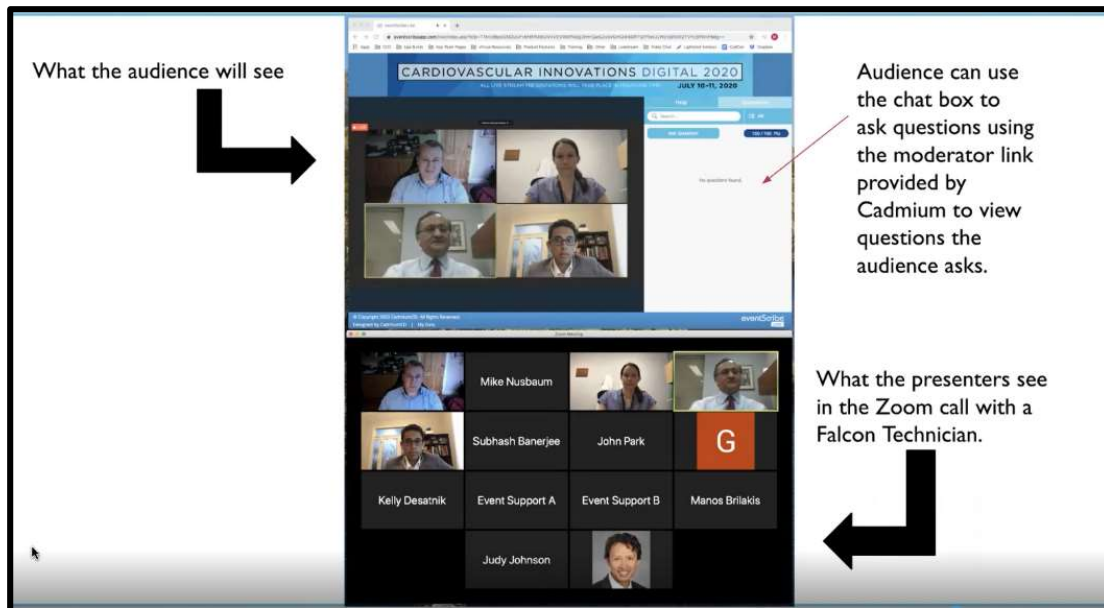# PAS 2021 VIRTUAL
Pediatric Academic Societies

Please use this as a guide for your plenary sessions and awards. We are here to assist you in making your sessions a success!

Before the conference

- **Early March**
  - Plenary presenters and moderators will receive a link to schedule 15 – 30-minute tech checks.
  - Presenters will receive presenter guides walking them through their tasks in the PAS Presentation Management Portal (Education Harvester in CadmiunCD). This is where they will create their profile, upload their MP4 recording, and complete assigned presenter tasks by April 16.

- **March 22 through April 26**
  - Scheduled tech checks take place with the PAS production team, Falcon Events. *The purpose of this technical check is to test audio and video, not to rehearse the presentation. This is a single individual tech-check, not a group appointment.*

- **Early April**
  - PAS will provide a run of show and technical script for your review. This will be created based on the document you have provided to the PAS programming team. After receiving your edits, PAS will submit the final version to Falcon for day of production.
  - Please note that due to a 1-minute delay, polling is not available.

Day of the conference

- All presenters must arrive 25 minutes prior to their plenary's published agenda start time for their "day of" tech check.

- A calendar invitation for this event will be sent.

- If staff would like to join on the back end for presenter support, please let Jaclyn Huff know at jaclyn.huff@pameeting.org.

- Invitation links are unique to each presenter. Sharing of the link with others is prohibited.

- Presenters should leverage all the bandwidth available at their location. This means limiting other conference calls, streaming, or online gaming while presenting.

- Falcon will run through how the session will work and then do a quick test of audio and video again. This includes familiarizing moderators with how they will receive questions for any planned Q&A.

- Once the session is live, production will play presentations that were pre-recorded. They will que presenters and moderators to share their webcams for live introductions and Q&A. They will also handle all production issues that could arise.

- During the entire live session, all presenters will be able to talk with production without the audience hearing them in a separate zoom room from the live session. Falcon will be there for them the entire session.

- Throughout the presentation attendees will have the ability to ask questions in the Q&A tab, and upvoting is available to provide feedback on a question's popularity. Please advise if you want Q&A or discussion tabs disabled on your run of show and technical script documents in the area provided. The moderator will be able to see which questions are most popular and pick those if they chose to do so.

Presentation Slide Requirements:

We recommend presenters use the official PAS slide deck and co-brand using these helpful guidelines.
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.

All slides will be uploaded in the PAS Presentation Management Portal (Education Harvester in CadmiunCD). It is required for each presenter to upload their own individual slides and video.

Additions:

- If your presenters would like to rehearse their plenary as a team, we can arrange this with the Falcon team. It will be $150/hour and billed back to your society post-meeting.
- If you would like to have a custom skin designed and used for your plenaries, please let us know by April 1. We can supply the specs to your designer. The first 5 are $1,000. Each additional is $250. Click here for examples of a skin.

Awards:

- Please make sure you have submitted all awardees and images into the PAS 2021 Awards for Publication SmartSheet linked here. All information should be listed by April 1.
- Your awardee's presentation will be noted in the PAS Virtual Platform with an icon on the presentation pop up. This icon will show your society name. When scrolled over, the text will have the award title.
- You can build a "single presentation title slide" in PowerPoint and send it to the awardee. This slide should have the name of the award and the presentation title. The presenter should build this into their slides and upload it to the PAS Presentation Management Portal. That way their first slide will also announce them as an awardee. Their corresponding video can include them reminding the audience of the award, or just announce the presentation title like a normal presentation would.
- Please send this to your awardees as soon as possible as they will be able to upload and create their video starting March 22.

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. (Abstract Presenters)
- **March 22**: Login credentials sent for PAS Presentation Management Portal (Education Harvester in CadmiumCD)
- **March 22**: Send awardees their "single presentation title slide" in PowerPoint.
- **March 22-April 26:** Live tech-check with AV.
- **Early April** – PAS provides run of show and technical script for your review and approval.
- **April 1:** Custom skin designs turned into PAS.
- **April 1:** Submit all awardees and images into PAS 2021 Awards for Publication [SmartSheet linked here](#).
- **April 16:** Final presentation recordings, slides, handouts, and profiles due in PAS Presentation Management Portal (Education Harvester in CadmiumCD).
- **April 16** - Run of show and technical script must be approved for submission to Falcon.