Poster Presenter Guide

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Poster Presenter Overview

As a poster presenter your presentation must be pre-recorded (audio only) for On-Demand, and you will attend and present in Washington, D.C. during your assigned Poster and Exhibit Hall session time.

**NEW THIS YEAR: PAS 2023 Poster Gamification

As a Poster Presenter you will have the option to include a personal QR code on your physical poster onsite to participate in Poster Gamification. Onsite, attendees will scan your QR and it will generate a multiple-choice question you created, related to your poster. Attendees will gain points by answering the question correctly. If you would like to participate, please follow the directions below to complete the task.

Your QR Code will be provided by PAS in this Portal at a later date.

On-Demand

As a Poster presenter you will upload a single PDF of your poster and record a three-minute audio recording.

After the meeting in Washington, D.C., attendees will be able to view your poster, magnify content and listen to your audio starting May 2.

Follow the guidelines and due dates below to complete your Poster Audio Task.

In Washington, D.C.

YOUR POSTER BOARD NUMBER WILL BE ANNOUNCED IN APRIL, CLOSER TO MEETING. Posters will be presented during 4 sessions in the convention center exhibit hall. Please remain by your poster for the time specified below and discuss research personally with interested individuals.

Important Dates

- March 17: Presenter guidelines and login credentials for PAS Presentation Management Portal (Poster Harvester in CadmiumCD) sent.
- By March 31: Register as an "In-Person & On-Demand" attendee and begin preparations for your physical paper poster you will bring to Washington, D.C..
- April 7: Final presentation recordings and profiles due in PAS Presentation Management Portal (Poster Harvester in CadmiumCD).
- April 8: Begin preparations for the physical poster you will bring to D.C.
- April 28-May 1: Present your Poster at PAS in Washington, D.C.
- May 2: On-Demand Content available to attendees for viewing.

Poster Requirements

On-Demand

- The Poster must be a one-sided, single page PDF file.
- Slide ratio 16:9 in landscape is preferred.
- No animation or videos.
- Tables and images should be large enough for audience viewing.
- You should not include any copyrighted images.
- As a reminder, a magnify feature will be available for attendees to zoom in on your Poster.

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 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.

Log In to the PAS Presentation Management Portal – CadmiumCD Poster Harvester

You will be sent a welcome email the week of March 17 inviting you to the portal. This email will contain your 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.

Task Page

Your Task page will outline the set of tasks required to complete and their deadlines.

TASKS (you have 7 Tasks left to complete out of a total 7 assigned Tasks)

Upload your Poster (task was due Friday, November 22, 2019)

Poster Audio (task is due Friday, April 10, 2020)

Create your "Poster Gamification Question"

Poster Gamification Question *

Answer #1 *

Answer #2 *

Answer #3

Answer #4

Correct Answer *

As a Poster Presenter you will have the option to include a personal QR code on your physical poster onsite to participate in Poster Gamification. Onsite, attendees will scan your QR and it will generate a multiple-choice question you created, related to your poster. Attendees will gain points by answering the question correctly.

If you would like to participate, please enter your question and multiple choice options below. **Provide four multiple choice answers, with one being the correct answer.**

Your QR Code will be provided by PAS in this Portal at a later date.

Upload Your Poster

Before you advance to recording Poster audio, you must first upload your Poster.

To upload your Poster, click the "Choose File" button to locate your Poster file in your computer. Please note, only PDF files will be accepted.

Once your file has been selected, click the "Submit File(s)" button to complete the upload.

Depending on the size of your Poster PDF, you may see a progress bar display until your file has been uploaded completely.

Recording Audio

Part 1

Processing your Poster upload typically takes about five minutes before you can begin to add audio using the Poster Audio task.

After it has been processed, return to your task list and click on the blue text of the Poster Audio task.

Part 2

Before you start recording, check your Poster preview. If the correct image is displayed, you are then ready to start recording by clicking on the blue "Start Recording" button. Your recording can be a maximum of three minutes. The system will warn you if you exceed this time limit.
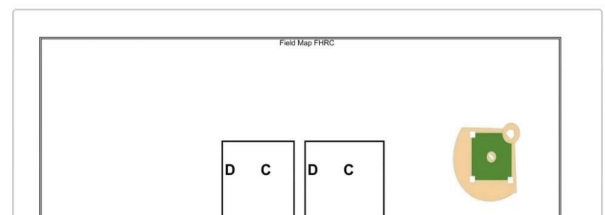

When you begin recording, the "Start Recording" button will be replaced with a "Stop Recording" button, and a countdown timer will indicate how much recording time is left from the maximum time allowed. Directly above that button is an audio indicator. This indicator will show as a green bar if audio is being detected while you are speaking. If this is not green as you are speaking, make sure your microphone is turned on. When you are finished recording, click the "Stop Recording" button.

Part 3

The "Stop Recording" button will immediately be replaced with audio controls, a "Save Recording" button and a "Delete" button. You can play back what you have recorded and, if satisfied, click the "Save Recording" button.

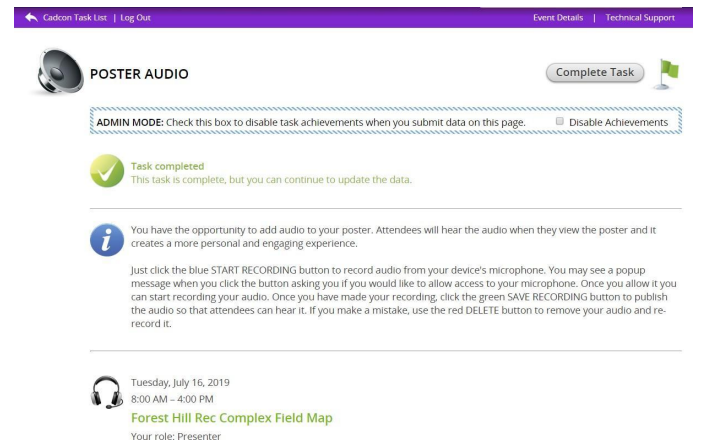If you want to re-record the audio for your slide, click the "Delete" button and start the record process again.

Part 4

Once you have saved your recording click the "Complete Task" button at the top of the page and click on it.

If you need to replace your Poster for any reason, be prepared to re-record the audio associated with it.

What to Expect 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).

Set-Up: Enter the exhibit hall through the dedicated Poster Presenter entrance, Hall E.
Each poster board is numbered sequentially in your session. Locate your assigned poster board and mount your poster within the time noted on these instructions. Pushpins will be provided in the area.

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 stored at the Poster Concierge located in the exhibit hall. PAS will not be responsible for posters left at the end of each session.

Poster Session Schedules

Date	Set-Up all posters	Available for Viewing	Author Attendance Required	Remove Poster
Friday, April 28	12:00 pm – 4:00 pm	5:15 pm – 7:15 pm	5:15 pm – 6:30 pm	6:30 pm – 7:00 pm
Saturday, April 29	10:00 am – 3:30 pm	3:30 pm –6:00 pm	4:15 pm – 6:00 pm	6:00 pm – 6:30 pm
Sunday, April 30	10:00 am – 3:30 pm	3:30 pm –6:00 pm	4:15 pm – 6:00 pm	6:00 pm – 6:30 pm
Monday, May 1	7:30 am – 9:30 am	9:30 am –11:30 am	9:45 am – 11:00 am	11:00 am –11:30 am

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 Posters.