

PAS 2024

PEDIATRIC ACADEMIC SOCIETIES MEETING
MAY 2-6, 2024 TORONTO, CANADA

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Poster Presenter Guide

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Poster Presenter Overview

As a poster presenting author you must upload a single PDF of your poster for On-Demand use, and you will attend and present in Toronto, Canada during your assigned Poster and Exhibit Hall session time.

On-Demand

As a Poster presenting author you will upload a single PDF of your poster.

After the meeting in Toronto, Canada, attendees will be able to view your poster and magnify content starting May 7.

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

In Toronto, Canada

YOUR POSTER BOARD NUMBER WILL BE ANNOUNCED IN APRIL, CLOSER TO MEETING. Your Poster will be presented during your assigned poster session 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

- By March 15: Register as an “In-Person & On-Demand” attendee and begin preparations for your physical paper poster you will bring to Toronto, Canada.
- March 18: Presenter guidelines and login credentials for PAS Presentation Management Portal (Poster Harvester in CadmiumCD) sent.
- By April 15: Upload a single PDF of your poster to the PAS Presentation Management Portal (Poster Harvester in CadmiumCD).
- April 15: Begin preparations for the physical poster you will bring to Toronto, Canada. **It is your responsibility to print and pay for your poster, PAS will not do this on your behalf. You may arrange for your poster to be printed and picked up at the Convention Center by emailing: businesscentre@mtccc.com.**
- May 3-May 6: Present your Poster at PAS in Toronto, Canada.
- May 7: On-Demand Content available to attendees for viewing.

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Poster Requirements

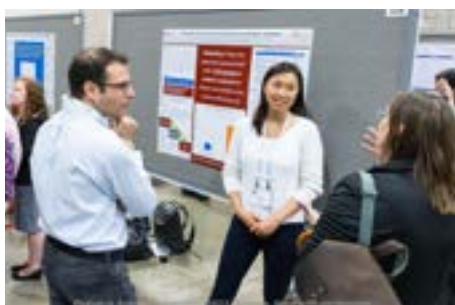
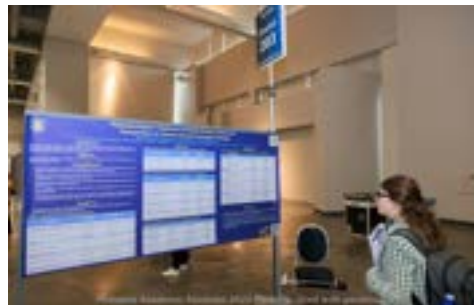
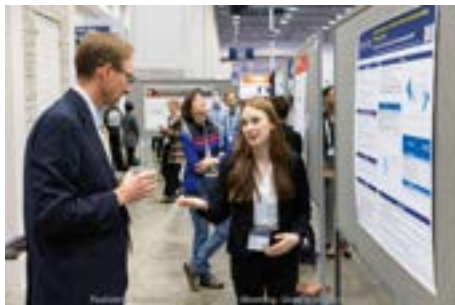
On-Demand

- 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.

Information on the “SHARE” AND “DO NOT SHARE” Policy can be found under the “DOWNLOAD THE SHARE OR NO SHARE ICON” task in the Poster Harvester. **Please note: The poster icon must be included on your poster board or printed separately to hang next to your poster onsite.**

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.
- A few examples of past PAS posters:



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

You will be sent a welcome email **March 18** 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 be completed and their deadlines.

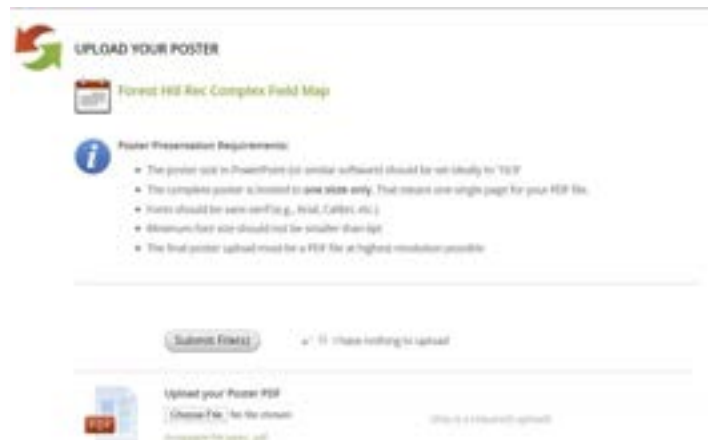
Upload Your Poster

To upload your Poster, click the "Upload Your Poster" task and then 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.

Please note that you are only uploading a PDF of your poster. You will not provide audio.



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What to Expect in Toronto, Canada

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.**

Set-Up: Enter the exhibit hall through the dedicated Poster Presenter entrance, 808 Swing Space. 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 Concierge Hours:

Friday 12:00 PM - 7:45 PM

Saturday 9:30 AM - 6:30 PM

Sunday 9:30 AM - 6:30 PM

Monday 7:30 AM - 12:00 PM

Poster Session Schedules

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

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.

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MOC Part 4 Certification

If you are presenting a **Quality Improvement/Patient Safety (QI/PS) poster**, and would like to be considered for Maintenance of Certification (MOC) Part 4 – Improvements in Medical Practice credit/points, EACH of the following five (5) elements must be clearly displayed (easily identified by reviewers) on the poster:

- Poster Authors (full name and degree of each author)
- Aim Statement/SMART Goal
- Measures that are aligned to determine if change occurs and relate directly to the Aim Statement/SMART Goal
- Interventions that have been aligned to impact the measures and were implemented into practice.
- Improvement Cycle(s) reflecting the completion of at least one full PDSA cycle (not including baseline data collection)

MOC Part 4 Credit Opportunity: After the conclusion of the PAS Meeting, poster presenters will be contacted by the BCM MOC Program with more information and instructions for requesting MOC Part 4 credit/points for qualified QI poster presentations. In the meantime, questions may be directed to: CPD@bcm.edu