Group Presenters Guide
Panel and Pro/Con Debates

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Group Presenter Overview

As a presenter of a Panel and Pro/Con Debates session your presentation must be pre-recorded for On-Demand, and you will attend and present in Denver.

<u>PLEASE NOTE:</u> There is no expectation that your pre-recorded content will be identical to what you present in-person in Denver! If you are also presenting in a Workshop or SIG session, those sessions do NOT need to be pre-recorded.

On-Demand
Panel and Pro/Con Debates sessions require the presentation group to record together and upload an MP4 to the PAS Presentation Management Portal - CadmiumCD Education Harvester. Your MP4 will need to be uploaded by your Chair by **April 8, 2022**.

Your presentation will be pre-recorded and available for attendees to view beginning **April 26**.

In Denver
You are required to attend and present in Denver. Additional information about your in-person presentation requirements are outlined below. Speaker Ready Room information will be added to your task list in the PAS Presentation Management Portal in **April** and you will receive a second notification email to complete those tasks.

Before your presentation, we recommend you look over the following guidelines and due dates.

Important Dates
- **March 18:** Presenter guidelines and login credentials for PAS Presentation Management Portal (Education Harvester in CadmiumCD) sent
- **By April 8:** Register as an "In-Person & On-Demand" attendee
- **April 8:** Final presentation recordings and profiles due in PAS Presentation Management Portal (Education Harvester in CadmiumCD) to be used for on-demand content.
- **April 11-20:** Upload your slides to PAS Presentation Management Portal (Education Harvester in CadmiumCD) to be used during your presentation in Denver.
- **April 22-25:** Present at PAS in Denver. Arrive at the Speaker Ready Room at least 6 hours prior to your presentation time.
- **April 26-July 31:** On-Demand Content available for viewing

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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.

Individual presenters are responsible for uploading slides for both their On-Demand and In-Person presentations. Chairs are responsible for uploading the combined MP4 recording video file.

We in no way expect your uploaded slides for your pre-recording to be identical to what you present in-person in Denver!

After you have completed all of your tasks in the PAS Presentation Management Portal for your On-Demand presentation you will then have a task to upload your slides that will be used for your In-Person presentation in Denver. You will receive a second notification email to complete those tasks.

- 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 for On-Demand slide uploads, however you can use them for your onsite slides in Denver.
- 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.
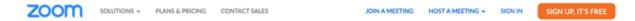
Additional information about presenting In-Person, including uploading your slides for In-Person use will be provided on **April 11** in the PAS Presentation Management Portal (Education Harvester in CadmiumCD).

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Step by Step Zoom Recording Instructions

1. **Download the Zoom Desktop App**

   Go to zoom.us, 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 will be able to setup 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".

3. **Record Your Presentation**
   a. Open the Zoom desktop app
   b. Click "new meeting"
   c. Once inside the meeting, complete a test recording and play back the video to ensure your microphone and camera are functioning properly.
   d. When you're ready to run your test, share your slides using the "share screen" button, push "record," "record on this computer." Practice advancing your slides to ensure your content can be seen clearly and add some commentary to check your microphone is functioning properly.
   e. The file will be converted to an MP4 when the meeting ends. Play back the test recording to check quality.
   f. Make any necessary adjustments, prior to your panel or Pro/Con Debate recording session.
   g. Schedule a recording date and share the Zoom link with all speakers.
   h. When you are ready to record your final presentation, repeat the first part of step "d."
   i. After you finish recording your final presentation, rename the file to your session ID number followed by the presentation title.
      i. Example: 12345 - How to Record in Zoom.MP4
   j. Your chair will log into the CadmiumCD Education Harvester and upload the file under the "upload your group MP4" presentation task section.

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

You will be sent a welcome email inviting you to the conference portal the week of **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 List page will outline the set of tasks that you are required to complete.

Your chair will upload your recorded MP4 recording. You can upload your individual PowerPoint presentation file. Acceptable PowerPoint file types are: .ppt; .pptx; .pps; .ppsx; .key; and .pdf.

What to Expect on Your Scheduled Session Day

Additional information about presenting In-Person, including uploading your slides for In-Person use will be provided in **April** in the PAS Presentation Management Portal (Education Harvester in CadmiumCD).

All slides for In-Person use should be uploaded between **April 11-20, 2022** 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.

ALL presenters for sessions taking place in the Convention Center are required to check in at the Speaker Ready Room (Convention Center 210/212) at least six hours in advance of their presentation to ensure compatibility, prepare, rehearse, and finalize your presentation before submitting it to the attendant in the Speaker Ready Room.

If you are a Club session taking place at a hotel you are not required to visit the Speaker Ready Room. There will not be a PAS Speaker Ready Room at the hotels.

Note: You are required to check in with the Speaker Ready Room even if you have pre-submitted your presentation. All media submitted to the speaker-ready room will be destroyed post-show unless other arrangements are made.

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 On-Demand presentation.

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