

PAS 2022 IN PERSON & ON DEMAND
APRIL 21-25, 2022 | DENVER, CO
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Presenters Guide

Presidential Plenary, State of the Art Plenary, Hot Topic, Club, or Oral Abstract

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Presenter Overview

As a presenter of a Presidential Plenary, State of the Art Plenary, Hot Topic, Club, or Oral Abstract your presentation must be pre-recorded for On-Demand, and you will attend and present in Denver.

PLEASE NOTE: 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

Your presentation will need to be pre-recorded using the PAS Presentation Management Portal - CadmiumCD Education Harvester by **April 8** and will be available for attendees to view beginning on **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.

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

- 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).



Pre-record your presentation for On Demand Content

Login 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 page will outline the set of tasks required to complete by **April 8, 2022**.

Upload & Record Your Presentation

Presentation Upload

Once your PowerPoint presentation is finalized, upload the presentation slide file. Acceptable file types are: .ppt; .pptx; .pps; .ppsx; .key; and .pdf.

It is important to note that if you need to add, edit, or delete any slides, you will need to upload and replace your entire previous presentation. If you have recorded any video with the previous presentation, it will be deleted when updating the slides. *Do not record until your presentation is finalized.*

Once your final presentation has been uploaded, it will take roughly five minutes to process before you can proceed to recording your video.

The image shows two screenshots of the 'Training' portal. The top screenshot displays the user's task list, with 'Upload Presentation Slides' highlighted. The bottom screenshot shows the 'Upload Presentation Slides' interface, including a title field, a 'Submit Slides' button, and a file upload section.

Training | Log Out | Event Details | Technical Support

EVENT INFORMATION | **YOUR INFORMATION** | **FEEDBACK**

Dates: Oct 30 - Nov 2, 2020 (Fri - Mon)
Spookapalooza 2020
Contact the Event Organizer

Bob Nowaskey (0 Logins)
View / Edit Your Profile

We always welcome feedback and want to hear what you like and your suggestions. Give Feedback Now

TASKS (you have 8 left to complete out of a total 8 assigned tasks)

- Upload Presentation Slides (task is due Saturday, October 31, 2020)
- Record Your Presentation Video (task is due Saturday, October 31, 2020)
- video upload (not record) task (task is due Saturday, October 3, 2020)
- Update Your Biography (task was due Friday, September 18, 2020)

Training | Log Out | Event Details | Technical Support

UPLOAD PRESENTATION SLIDES

Thursday, October 1, 2020 7:00 PM - 11:00 PM

Bob's Scary Video Presentation — One Presentation Title

Bob Nowaskey

Please upload slides for your presentation(s). If you have multiple presentations, upload slides for each separately.

By uploading presentation slides, you agree to have the slides published to eventCdn (Event App and/or Website). If you do not wish to have your slides published, please use the "I have nothing to upload" checkbox to opt out.

PLEASE NOTE: When you submit your file through this task, it will be sent directly to a publishing queue and be processed for display in the mobile app and/or website.

Please be aware that animations and videos are not supported.

If you decide to retract your file, you may remove the consent from displaying in the mobile app and/or website by clicking the "delete this file" link from within this upload task where you made the initial submission.

I have nothing to upload

Presentation Slides

No file chosen (this is a required upload)

Acceptable file types: ppt, pptx, pps, ppsx, key, pdf



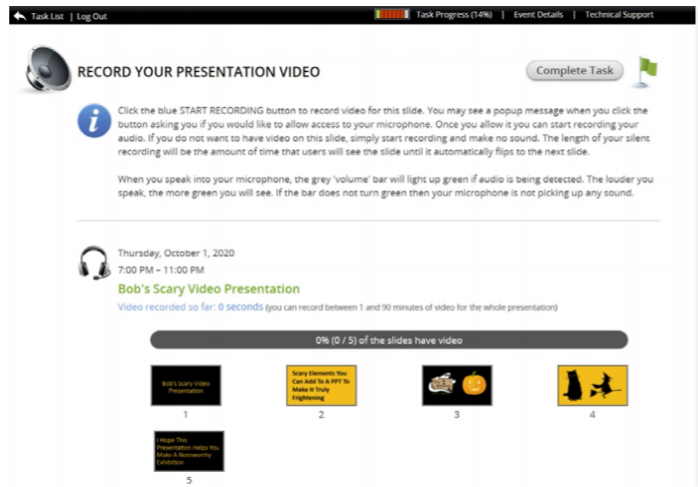
Recording Video

Part 1

You can record once the presentation has been processed and uploaded to your task list. Click on the blue text that says "Record Your Presentation Video." If you are presenting multiple sessions, make sure you select the desired presentation title.

The slides for your presentation will be displayed at the bottom of this page. In this area, you will find directions to guide you through the recording process and a reminder of your presentation's allotted time.

To begin recording, click directly on the first slide in your slide deck.



Part 2

The bottom of the screen will display the corresponding slide that you are recording the video for. Instructions will be included directly above the "Start Recording" button, noting the amount of time you have recorded so far, the maximum amount of recording time for a single slide, and the maximum amount of time for the entire presentation.

The Slide itself will display some action buttons allowing you to advance to the next slide or return to the page showing all slides, as well as an indicator showing the percent of slides currently with audio.

To start recording, click on the blue "Start Recording" button.



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Part 3

When you begin recording, you will note that the "Start Recording" button will be replaced with a "Stop Recording" button. 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 showing green while speaking, check to see that your microphone is turned on.

Part 4

Upon completion, click the "Stop Recording" button. This button will immediately be replaced with a "Save Recording" and a "Delete" button. You will also have a "play" button available below the video clip. You can playback your recording and, if satisfied, click the "Save Recording" button; you will then advance to the next slide in your slide deck to record for that slide. If you want to re-record the audio for a slide, click the "Delete" button and start the recording process for that slide again.

Part 5

Continue recording and advancing through your slide deck until you have completed a video recording for each slide. Arriving at the last slide and saving that recording will advance you to this page, as seen in the image on the right, showing a progress bar noting 100% for your presentation. You will also see a green border around each slide, indicating that each slide has an associated video. You are now ready to complete this task. Move your cursor to the "Complete Task" button at the top of the page and click on it.

Thursday, October 1, 2020
7:00 PM – 11:00 PM
Bob's Scary Video Presentation
Video recorded for this slide: 0 seconds — videos for all slides: 0 seconds
You can record up to 5 minutes for this slide and 1 to 90 minutes for the presentation

00:08 / 05:00

STOP RECORDING 00:04:52 Maximum recording time: 5 minutes

RECORD YOUR PRESENTATION VIDEO **Complete Task**

Task completed
This task is complete, but you can continue to update the data.

Click the blue START RECORDING button to record video for this slide. You may see a popup message when you click the button asking you if you would like to allow access to your microphone. Once you allow it you can start recording your audio. If you do not want to have video on this slide, simply start recording and make no sound. The length of your silent recording will be the amount of time that users will see the slide until it automatically flips to the next slide.

When you speak into your microphone, the grey 'volume' bar will light up green if audio is being detected. The louder you speak, the more green you will see. If the bar does not turn green then your microphone is not picking up any sound.

Friday, October 30, 2020
6:00 AM – 6:00 PM
Bob's Super Scary Spectacular
Video recorded so far: 1 minute, 33 seconds (1.6 minutes) (you can record between 1 and 90 minutes of video for the whole presentation)

100% (5 / 5) of the slides have video

1 2 3 4 5



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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.