Oral Poster Symposia Presenters Guide

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Presenter Overview

Poster Symposia sessions include 9 posters grouped by topic. Following a 30-minute viewing period, short oral presentations and a discussion period will be chaired by session moderators, with questions and comments from the audience.

The moderators determine the exact format for the discussion period. Instructions regarding the format will be sent by the moderators prior to the meeting.

Poster symposia provide an opportunity for the exchange of ideas between presenters and audience members. The schedule below indicates the set-up time for the symposia. Authors should be present in the poster symposia room the entirety of the during the designated session times.

<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
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
YOUR POSTER BOARD NUMBER WILL BE ANNOUNCED IN APRIL, CLOSER TO MEETING. You are required to attend and present in Denver. Additional information about your in-person presentation requirements are outlined below.

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 1:** 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 8: Begin preparations for your physical poster you will bring to Denver.
- **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. Plan to arrive early to pin your poster on the board.

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- **April 26-July 31:** On-Demand Content available 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.

In Denver

- Poster Board Dimension: Surface of the Board: 4 feet high and 8 feet wide (1.22 meters and 2.44 meters).
- Header: Prepare a headline that identifies your research to be mounted at the top of the poster board. Lettering should be 1 ½ " (3.81 cm) high or more. Include authors and their affiliations under the header. Disclosure information should be visibly notated on the poster presentation immediately following the poster title and authors.
- 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.

Additional information about presenting In-Person will be provided on **April 11** in the PAS Presentation Management Portal (Education Harvester in CadmiumCD).

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Pre-record your presentation for On Demand Viewing

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.

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.
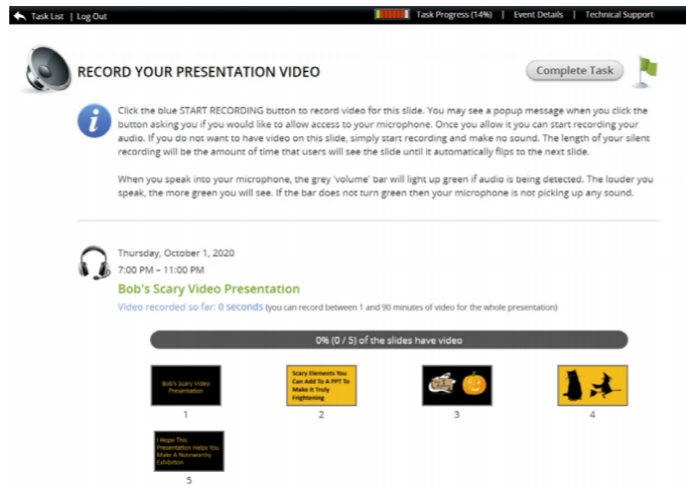
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Part 3

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.

What to Expect in Denver

Additional information about presenting In-Person will be provided in **April** in the PAS Presentation Management Portal (Education Harvester in CadmiumCD).

Set-Up: 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.

Date	Symposia Time	Poster Set-Up
Saturday, April 23	8:00 am – 9:30 am 10:00 am – 11:30 am 1:00 pm – 2:30 pm	7:00 am – 8:00 am 9:30 am – 10:00 am 12:00 pm – 1:00 pm
Sunday, April 24	8:00 am – 9:30 am 10:00 am – 11:30 am 1:00 pm – 2:30 pm	7:00 am – 8:00 am 9:30 am – 10:00 am 12:00 pm – 1:00 pm
Monday, April 25	8:00 am – 9:30 am 10:00 am – 11:30 am 1:00 pm – 2:30 p	7:00 am – 8:00 am 9:30 am – 10:00 am 12:00 pm – 1:00 pm

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 discarded. PAS will not be responsible for posters left at the end of the session.

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 Oral Poster Symposia presentation.

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