

Presenters Guide

Basic Translational Clinical Roundtable, Debate Pro-Con, Presidential Plenary, State of the Art Plenary, Hot Topic Symposia, Panel Discussion, Club, Workshop, APA SIG, or PAS SIG

Presenter Overview

As a presenter of a Basic Translational Clinical Roundtable, Debate Pro-Con, Presidential Plenary, State of the Art Plenary, Hot Topic Symposia, Panel Discussion, Club, Workshop, APA SIG, or PAS SIG you will attend and present in Washington, D.C. **You are not required to pre-record your content.**

In Washington, D.C.

You are required to attend and present in Washington, D.C. Additional information about your 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 17: Presenter guidelines and login credentials for PAS Presentation Management Portal (Education Harvester in CadmiumCD) sent
- by March 31: Register as an “In-Person & On-Demand” attendee
- April 7: Upload Your Presentation Slides for On-Demand use. Please Note: Monday, April 10 you will receive a task to upload final presentation slides to be used onsite. These are separate from the on-demand slides due April 7.
- April 10-26: Upload your slides to PAS Presentation Management Portal (Education Harvester in CadmiumCD) to be used during your presentation in Washington, D.C.
- April 28-May 1: Present at PAS in Washington, D.C.. Arrive at the Speaker Ready Room at least 6 hours prior to your presentation time

PAS PEDIATRIC ACADEMIC SOCIETIES MEETING

2023 APRIL 27 - MAY 1, 2023 | WASHINGTON, D.C.

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Presentation Slide Requirements

Please use the information below for your 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.

Information on the new “SHARE” AND “DO NOT SHARE” Policy can be found under the “Download the PAS PowerPoint Template” task in the Education Harvester.

We do not expect your uploaded slides for your pre-recorded presentation to be identical to what you present in-person in Washington, D.C.

- A disclosure slide is required after your title slide. Samples are included under the PAS PowerPoint Template.
- 16:9 ratio.
- Headings should be Arial font, color black & size 49.
- Body font should be Arial font, color black & size 24.
- Ensure images are large enough for the audience to easily view.
- 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 Washington, D.C.
- 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, including uploading your slides for In-Person use will be provided on April 10 in the PAS Presentation Management Portal (Education Harvester in CadmiumCD).

Polling

New this year – We recognize most formats who use polling are Workshops and SIGs due to their interactive nature. You may utilize your own poll anywhere account. Support will be available in the Speaker Ready Room if you choose to do so.

What to Expect on Your Scheduled Session Day

Additional information about presenting onsite, including uploading your slides, 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 10-26, 2023** 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.

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ALL presenters with sessions taking place in the Convention Center are required to check in at the Speaker Ready Room (Convention Center 103 B) 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.