



PAS

Pediatric Academic Societies Meeting

April 29-May 6, 2020 | Philadelphia, PA

April 29-May 1 • Pre-Conference Events | May 2-5 • PAS Meeting | May 6 • Post-Conference Events

Audio Visual Guidelines / Presentation Instructions

PAS provides equipment for PowerPoint type presentations only. All presentations hosted at the Pennsylvania Convention Center in Philadelphia will be pre-loaded on the PAS Presentation Management Website. To ensure a smooth presentation, it is vital that ALL presenters adhere to the guidelines, deadlines, and speaker check in procedures.

Standard Audio Visual Equipment: Meeting rooms in the Convention Center will be supplied with the equipment outlined below.

- A PC laptop computer pre-loaded with all the presentations for that session.
- LCD data projector and screen
- Laser pointer

Requests for additional AV equipment must be sent in advance to the PAS Program Office before the meeting (**no later than April 1**) via email to info@pas-meeting.org. Requests for non-standard equipment will be reviewed on a case-by-case basis and a fee may be assessed.

Speaker Check In: REQUIRED! Speaker check in is required at least 8 hours in advance of your presentation in the **Speaker Ready Room, Pennsylvania Convention Center - Level 200, Room 204 C** to ensure the quality of your presentation(s), including fonts, bullets, outlines, animations, etc. The Speaker Ready Room computers are configured with the same hardware and software as those in the presentation rooms. If you did not submit your presentation in advance, you must bring it to the Speaker Ready Room. All presenters are asked to submit their final presentations no later than 8 hours prior to their presentation time.

Note: It is *imperative* that you review your presentation in the Speaker Ready Room. This is where the vendor technicians can help resolve any compatibility or formatting issues and explain the in-room setup. **All presentation files must be submitted in their final form at least 8 hours before session start time.**

All media submitted to the Speaker Ready Room will be destroyed post-show unless other arrangements are made.

PAS Speaker Ready Room

**Level 200, Room 204 C
Pennsylvania Convention Center**

There will **not** be a PAS Speaker Ready Room at any hotel hosting programming.

Preparing Your Presentation for Upload:

- Create your slides in a 16 x 9 format.
- You are **required** to include a disclosure slide at the beginning of your presentation. Samples on page 2.
- Make sure you include any external files utilized in your presentation, i.e. video files, graphics, and pictures.
- Place your presentation and support files in a folder and then copy the entire folder to a USB memory stick.
- **Please read, very important!** If you have two or more presentations in the same session, it is essential to provide separate presentation files for each talk. Combining talks on one file for the same session will cause a delay in the session and potential loss of information.

Proper Naming of Files: File names must include the following information separated by underscores:

Format: Date_Room_Time_LastName_FirstName.ppt

Example: 042812_Rm33_1300_Smith_John.ppt

Uploading Your Presentation to the PAS Presentation Management Website:

You will receive a link and full instructions about how to submit your presentation in mid-March.

- **Confirmation that your presentation was received:** After submitting a file, you will receive a confirmation email within an hour. If you do not receive a confirmation, please contact PresentationManagement@freemanco.com to ensure your file was received. When contacting support for technical issues, please reference the presenter's full name and PAS as the conference name.
- **Submitting changes:** If you need to make changes to a submitted presentation, you may resubmit the files on the website using a new file name; you should also delete the earlier submission.
- **Allow extra time if polling slides need to be created** (Scholarly Sessions, Workshops, and SIGs only.)

You must review your slides at least 8 hours in advance of your presentation in the **Speaker Ready Room, Pennsylvania Convention Center, Room 204 C**.

Your final submission is required at least 8 hours in advance of your session.

Bring a backup copy with you: Remember to make a backup copy of your files and bring it in carry-on luggage.

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PAS 2020 Meeting Polling and Q&A Instructions

The PAS 2020 Meeting offers polling and Q&A through the mobile app using **Conferences i/o**. All polling and Q&A in presentations must be done through **Conferences i/o**; we will not support other polling platforms such as Poll Everywhere.

Click [here](#) for more information about how to include polling in your presentation (Scholarly Sessions, Workshops, and SIGs only.)

If you plan to embed polling, please do not wait to the last minute to submit your presentation so the vendor representative will have enough time to create the polling slides for you.

Compliance / Compatibility Instructions:

Videos: Only videos that have been created with standard compression codes used by Windows are acceptable. It is imperative that you check your presentation in the Speaker Ready Room if it contains video files. If you have problems an attendant will be available to assist you. Save your files as .WMV .MPG or .AVI only.

Special Fonts: If you have special fonts in your presentation please embed them when saving your presentation. You can do this by doing a Save As. In the Save As box there is a drop down menu that reads Tools. Pull down this menu and check Embed True Type Fonts. Then save your presentation as usual.

Using a MAC Personal Laptop Computer

PAS provides PC laptop computers for all sessions in the Convention Center. MAC users should plan on submitting their PowerPoint presentations using the guidelines above. If you have questions or need further support please contact Freeman at PresentationManagement@freemanco.com.

Poster Sessions

No audiovisual, projections, or computer equipment requiring electrical power will be permitted in the poster session area. For assistance with your poster preparation, presenters may contact LDI—Call4Posters, which offers poster production services for a fee. You can find a link to their website from the PAS website at www.pas-meeting.org.

PosterCast

PAS 2020 is using **PosterCast**, a free smartphone app that lets attendees stream a short audio explanation of each poster as they view it. All PAS poster presenters are expected to record a **PosterCast**. More information is available [here](#).

Templates for required Disclosure/COI and Unapproved/Off Label Disclosure Slides:

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DISCLOSURE STATEMENT

INSERT NAME

Dr. NAME has disclosed the following financial relationships. Identified conflicts of interest related to the content of this presentation have been managed.

Affiliation / Financial Interest	Organization
[TYPE]	[NAMES OF COMPANIES]

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INSERT NAME

Has disclosed to having no financial relationships.

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Unapproved or Off Label Disclosures for INSERT NAME

Presenter: NAME has documented this presentation will not involve discussion of unapproved or off-label, experimental or investigational use.

or—

Presenter: NAME has documented that this presentation involves comments or discussion of unapproved or off-label, experimental or investigational use of <<identify products, drugs or devices>>.

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