



Pediatric Academic Societies Meeting

May 5 – 8, 2018 | Toronto Canada

Audio Visual Guidelines / Presentation Instructions

The PAS provides equipment for PowerPoint type presentations only. All presentations (**including PAS Workshops, Meet the Professor Breakfast Sessions and APA Special Interest Groups**) hosted at the Toronto Convention Center will be pre-loaded on the PAS Network Presentation Manager server. To ensure a smooth presentation, it is vital that ALL presenters adhere to the guidelines, deadlines and the speaker check in procedures.

NOTICE TO WORKSHOPS, SIGS AND MEET THE PROFESSOR: This is a new process this year, please follow these same guidelines. You do not need to bring your own laptop this year.

Standard Audio-Visual Equipment: Meeting rooms for original science presentations (Abstracts–Platform & Poster Symposia), Invited Science and Alliance Programs will be supplied with the equipment outlined below.

- Intel Pentium 4 Laptop computers, pre-loaded with all the presentations for that session.
- LCD Data projector and Screen
- Laser pointer

Note: Macintosh users need to bring their own laptops and video adapters that are model specific.

Requests for DVD Players and Monitors, overhead projectors and other specialized equipment must be requested in advance from the PAS Program Office before the meeting (**no later than April 15**) via email info@pas-meeting.org. Request for non-standard equipment will be reviewed on a case-by-case basis and a fee may be assessed.

Speaker Check In – REQUIRED! If you're presenting at the Toronto Convention Center, you are advised to check in at the PAS Speaker Ready Room at least 8 hours in advance of your session. This will allow time to ensure compatibility, prepare, rehearse, and finalize your presentation before submitting it to the attendant in the speaker ready room. The speaker ready room is in Room 603 of the Toronto Convention Center.

Note: It is *imperative* that you review your presentation in the Speaker Ready Room. This is where our 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.

AS Speaker Ready Room
#603

Toronto Convention Center

There will not be a PAS Speaker Ready Room at the hotels

Preparing your presentation for transfer:

- 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 "finalized" CD or DVD-R, or 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: Files names must include the following information separated by underscores:

Format: Date_Room_Time_LastName_FirstName.ppt

Example: 042812_Rm33_1300_Smith_John.ppt

Submitting your presentation:

Online submit to:

<https://pas2018.sessionupload.com/Home/Guidelines>

- **Onsite:** Take your presentation and all related files on disc to the Speaker Ready Room located in room 603 at the Toronto Convention Center at least 8 hours prior to your session

Bring a backup copy with you: Remember to make a backup copy of your files and transport that media in a separate piece of luggage.

Making Changes To Your Presentation: Once your presentation is loaded on the PAS Network Presentation Manager server in the Speaker Ready Room you will be allowed to return to make changes up to 8 hours in advance of the session where you will be speaking.

Poster Sessions

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

Compliance / Compatibility Instructions:

Videos: We can only accept videos that have been created with standard compression codes that are in use by Windows. 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.



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Using a MAC Personal Laptop Computer: All personal MAC laptop computer users must notify the Speaker Ready supervisor at least 24 hours prior to the start of the session in order to guarantee usage. Bring your computer, power supply for your computer and any external drives that are necessary for your presentation. If you have power saving features or a screen saver activated, please deactivate them. If you don't know if they are activated or need assistance doing this, please ask an attendant in the speaker ready room. They have experience with turning these features off. Doing this will prevent delays in your presentation caused from your computer going to sleep prior to your presentation time.

About Your MAC Presentation

- Check into your session room at least 30 minutes before the start of the session.
- Start your computer and open your presentation for the projectionist.
- A projectionist will hook up your computer to electrical power and the projection system. If you have audio in your presentation let the projectionist know this and they will make an audio connection to your computer as well.
- At the end of your presentation a projectionist will help disconnect your computer as soon as time permits. If you are unable to retrieve your laptop by the end of your session, it will be stored with the Speaker Ready Room supervisor.

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



DISCLOSURE STATEMENT

INSERT NAME

Dr. **NAME** has disclosed the following financial relationships. Any real or apparent conflicts of interest related to the content of this presentation have been resolved.

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



INSERT NAME

Has documented no financial relationships to disclose or Conflicts of Interest (COIs) to resolve.



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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