



PAMA Performing Arts
Medicine Association

2022 PAMA Annual International Symposium

Presenter Guidelines 2022

All presenters are responsible for following the below **Presentation Guidelines**.

The deadline to receive presentation files is May 29, 2022.

All files will be uploaded to PAMA's website (details forthcoming).

Presentation Guidelines – Oral/Plenary Sessions

Time Limit

Presenters are respectfully requested to keep their presentations strictly to their allocated time slots. If you intend to take questions, then these must be answered within your allocated time, so please shorten your presentation/workshop accordingly. Time-keeping will be strictly enforced by the moderators, regardless of whether you have finished delivering your content. This is out of respect for your fellow presenters and to ensure that participants can accurately navigate their way across the multiple concurrent sessions. Your compliance is greatly appreciated.

Presentation Files: Preparation and Requirements

- On your first slide, place your name and affiliation (if applicable) and the title of your presentation.
- If you have reported a financial relationship with a commercial interest on your Conflict of Interest form, these should appear on your second slide. This only affects a small number of presenters. If you are unsure, please [contact our services manager](#).
- **Upload your presentation file(s) by the above date.** This is the only way we can test your presentation and ensure it is loaded in the plenary space. *If a hardship arises, [contact our audio-visual manager](#) to discuss alternate submission options.*
- We will test presentations ahead of time and reserve the right to reject any presentation that does not readily run on the venue's computer.
- Bring a flash drive to your presentation session containing a copy of all presentation files, strictly as an on-site backup if needed.

Presentation Files: Technical

- Presenters CANNOT use their own computers. All presentation files will run from the venue's computer.
- Presentation files will run from a Windows computer. No Mac-only files (e.g., Keynote) will be accepted for presentation. PowerPoint files will be automatically accepted. All other Windows-based presentation file types (e.g., Prezi) will be considered: please [contact our audio-visual manager](#) before or at time of submission to discuss.
- All fonts and graphics must be legible. A high contrast between text and background must be maintained throughout. If you use a “non-standard” font that our presentation computer does not have, a substitute font will be selected when your file runs, unless your font is appropriately embedded.
- All video files and audio files must be embedded if applicable. For videos, MP4 files are the only guaranteed format (though most Windows-based formats should work). For audios, MP3 and WAV are the only guaranteed formats (though most Windows-based formats should work).

Presentation Guidelines – Workshop Rooms

Any presentation files for workshops will be uploaded to PAMA by the above date, and they will also be brought by each presenter to his own workshop. *If a hardship arises, [contact our audio-visual manager](#) to discuss alternate submission options.*

If you wish to run a presentation file, you will need to bring your own laptop. All workshop rooms will have a projector, typically with both a VGA and HDMI connection. Make sure to bring the appropriate cable and connectors/converters for either type, as well as a 1/8” audio cable if you need one for audio. Make sure your presentation is with you! The workshop rooms are not staffed with a full-time technician, though our on-site technicians can usually confirm your set-up before your presentation time. Please [contact our audio-visual manager](#) if you have concerns. *Note: workshop rooms' audio-visual capabilities are subject to change; contact us if you wish to confirm your requests.*

Presentation Guidelines – For All Presentations

Practice and time your presentation:

Your presentation often takes longer than you anticipate. Rehearsing what you want to say is important to make sure that your presentation fits in your allotted time! If you plan to take audience questions, you must make sure you leave enough time; e.g., for a 15-minute time slot, we recommend a 12-minute presentation with 3 minutes remaining for audience questions.

Presentation Remote Control and Laser Pointer:

Plenary presenters: We will have a remote control, with both slide show controls and a laser pointer, available for your use. If you have not used one of these pointers before or if you would like a refresher, please let us know at symposium, ahead of your time slot, so that we can teach you. This will help you be successful!

Workshop presenters: We cannot guarantee that a remote control will be available in workshop rooms! If you have your own presentation remote control, we recommend bringing it with you. Most remote controls work on most computers, but leave extra time before your presentation so you can connect them and confirm that yours will work.

Questions, Comments, Confirmations:

If you have any comments or questions about your files, please include them with the file submission form. If you need assistance with this form, with your files/presentation needs, or with these guidelines, please [contact our audio-visual manager](#) before submitting your files. You may also email with other questions about presentations or presentation files.

As noted throughout these guidelines, PAMA will review all submitted presentation files prior to presentation. Any concerns, corrections, or requested enhancements will be sent back to the presenter to make.

If any of these guidelines need to change, presenters will be notified accordingly.