



*All plenary speakers/presenters are responsible for following the below **Guidelines**.*

Important dates:

June 20, 2025: All presentation files must be received by the end of the day. Only 1 file will be displayed during any 1 presentation. All presentations without files received will be listed as “No visuals”.

After this date: PAMA begins testing all received presentation files. **If we request a file revision, or if you notice an item that needs updating, you may re-submit your file.**

July 7, 2025: All file revisions must be received by the end of the day. **NO revised files will be accepted after this date.**

NO file substitutions nor revisions may be made during the symposium.

[Email our technical director](#) with any concerns or any **hardship** requests.

[Click here to complete our file submission form](#)

Presentation Guidelines – Oral/Plenary Sessions

Time Limit

Speakers are requested to keep their presentations strictly to their allocated time slots. All audience questions must be answered within your allocated time. For a 15-minute presentation, it is recommended to prepare 12 minutes of content and leave 3 minutes for questions from the audience. Time-keeping will be strictly enforced by the moderators, regardless of whether you have finished delivering your content. Your compliance is greatly appreciated.

Presentation Preparation and Requirements

- Ensure your presentation is a length appropriate to your allotted time. Practice and time your presentation before you arrive to the symposium.
- All fonts and graphics must be legible. Use high-contrast colors between your slides’ background and your text.

- On your first slide, place your name and affiliation (if applicable) and the title of your presentation.
- **2025 Symposium Presentation File Requirements:**
All Symposium presentation files must be submitted to PAMA prior to your presentation. All presentation files will play directly from PAMA's computer. These presentation files will run on a Windows computer.
 - Automatically accepted: PowerPoint files
 - Conditionally accepted: PDF exports from other slides programs; Prezi files; all other file formats. [Email our technical director](#) with any requests.
 - Not accepted: Keynote (.key) files containing only text and images; any presentation or slideshow which requires an internet connection
 - **Exceptions:** On request, we should be able to accommodate technically complex files, such as: Keynote files containing Mac-format audio or video; Windows files containing complex animations or videos; non-Windows files. **In all cases, a Windows-viewable version must be submitted by the presentation submission deadline.** [Email our technical director](#) with any requests.
- PAMA will test presentation files prior to your presentation. We will contact you about any difficulties with your file or if we need to receive any part of it separately (e.g., a clearer image or new video format). We reserve the right to reject any presentation file.
- **[Upload your presentation](#) by June 20, 2025.** This is the only way we can approve your presentation and ensure it is loaded in the plenary space. If a hardship arises, [email our technical director](#) to discuss alternate submission options.
- *Strongly recommended:* Bring your own copy of all presentation files on a flash drive, to keep with you as an emergency backup if needed.