*All panel 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.*

Presentation Guidelines – Panel Sessions

Time Limit

Panels must keep their presentations strictly to their allocated time slots. Time-keeping will be enforced by the moderators, we greatly appreciate your assistance in keeping the symposium on time.

Presentation Preparation and Requirements
(Not all panels will use A/V. if you are not using A/V, you can skip this section.)

- Ensure your panel's presentation is a length appropriate to your allotted time.
- **Combine ALL panelists' slides in to ONE presentation file**. This ensures a smooth transition between panelists.
- All fonts and graphics must be legible. Use high-contrast colors between your slides' background and your text.
- On your first slide, place the names and affiliations (if applicable) of your panel presenters and the title of your presentation.
- **2025 Symposium Presentation File Requirements:**
  Your panel's presentation file must be submitted to PAMA prior to your presentation. Your panel's file 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 your panel presentation file 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.

Click here to complete our file submission form