Process for Uploading Presentations for the 2025 PEM Fellows Conference

To ensure a smooth and organized submission process for the 2025 Pediatric Emergency Medicine Fellows Conference, please follow these steps:

1. Uploading Presentations

Fellows should upload their presentations to the designated Dropbox folder at the following link:
https://www.dropbox.com/request/y4AllVa3oHZx6K0qzurL

It will state the Brad Sobolewski is requesting a file – this is the correct way to upload a file to the conference – sorry for any inconvenience.

Brad Sobolewski sent you this request

2025 PEM fellows conference presentations
Dear fellows, please click this link to upload your presentation for the 2025 Pediatric Emergency Medicine Fellows Conference.

Add files

Your files will be uploaded securely to Brad Sobolewski's Dropbox account. More about file requests and our privacy policy.

File Naming Guidelines
Please name your presentation file in the following format:
"LastName - Presentation Title"

Example:
Smith - Innovations in Pediatric Emergency Medicine

Preferred File Formats
- PowerPoint (.ppt, .pptx)
- PDF

If you prefer to use Google Slides, please email both of the following contacts to coordinate submission:
- Lise Nigrovic: Lise.Nigrovic@childrens.harvard.edu
- Brad Sobolewski: Brad.Sobolewski@cchmc.org

2. Alternative Submission (If Dropbox Upload Fails)

If you are unable to upload your presentation to the Dropbox folder, please email your presentation as an attachment directly to:
Brad Sobolewski: Brad.Sobolewski@cchmc.org

Email Subject Line
The subject of your email should be:
"2025 PEM Fellows Conference Research Presentation Submission - LastName"

3. Submission Deadline

All presentations must be uploaded or submitted no later than:
Wednesday, March 5, 2025, at 11:59 PM PST

This deadline ensures sufficient time for review and preparation before the conference on Sunday, March 9, 2025.

4. Questions or Issues

For any questions or concerns, or if you encounter difficulties with your submission, please contact:
Lise Nigrovic: Lise.Nigrovic@childrens.harvard.edu

Thank you for your cooperation, and we look forward to your contributions!

Process for Research Preceptors

Step 1: Folder Creation

Brad Sobolewski will create individual folders for each faculty group.

Each folder will be named using the faculty members' last name for easy identification.

Step 2: Organizing Presentations

Brad will organize these presentations into the corresponding faculty folders based on the pre-assigned groupings.

Step 3: Distribution of Folder Access

Faculty will receive a link to the full Dropbox folder via email, at the intro session to the research presentations, and have a QR code to scan for DropBox folder access.

https://www.dropbox.com/scl/fo/jveqznblzgaehzh0w4n58/AHzOC3PABkxuFnZk22DUo
dw?rlkey=czhj3j5uci0v1iuyy9belqqba&st=w7vf9r4q&dl=0

The email will include clear instructions on how to access and download their particular
folder contents.

Step 4: File Download and Preparation

Faculty will download the files from their respective folders to the device they plan to
use for presenting in their assigned conference room.

It is recommended that faculty ensure the files are downloaded and opened
successfully ahead of their sessions to avoid technical issues.

Notes for Faculty:

Ensure you have the necessary software (e.g., PowerPoint, PDF reader) installed on
your presentation device.

Reach out to Brad Sobolewski or Lise Nigrovic for assistance if you encounter issues
accessing the folders or files.