

# IMPORTANT INFORMATION FOR FACULTY



Version May 24, 2017

## FOR ALL FACULTY:

### Omnipress – Online Abstract System

The ISHRS utilizes Omnipress to collect speaker information and abstracts. Each faculty member is required to complete a record in Omnipress for each of their roles/presentations at the meeting (e.g., General Session oral presentation, poster presentation, workshop presentation, moderator role, panelist, etc.).

### Learning Objectives

The ISHRS adheres to the principles and guidelines of the Accreditation Council for Continuing Medical Education (ACCME). As such, we have made the choice to meet the ACCME's expectations for our practice of continuing medical education, which we believe will provide CME of the highest standard. Your talk was deliberately placed in the session to which it has been assigned to help fulfill the predetermined learning objectives for that session. See the **2017 Learning Objectives** listed in the meeting program and carefully review the objectives for your session.

### Speakers' Disclosures of Relevant Financial Relationships

The ISHRS has implemented a process where everyone who is in a position to control the content of an educational activity has disclosed to us all relevant financial relationships with any commercial interest with respect to any device, therapy, or product that may be discussed in your presentation or session. In addition, should it be determined that a conflict of interest exists as a result of a financial relationship you may have, this will need to be resolved prior to the activity.

**If you report(ed) a conflict of interest during the submission of your abstract or completion of your record, it will be reviewed.** We will respond to you regarding our findings and how we intend to resolve the conflict. If you reported no conflict of interest, there is nothing to resolve.

Regardless of whether you have anything to disclose, ALL PRESENTERS are required to have a disclosure slide as their 2<sup>nd</sup> slide (after the title slide).

*If there is nothing to disclose, the slide should state:*

#### **DISCLOSURES:**

**Speaker has no relevant financial relationships or conflicts of interest to declare.**

*If there is a disclosure, the slide should state (example):*

#### **DISCLOSURES:**

**Company XYZ  
- Advisory Board**

**Company ABC  
- Royalty**

### No Audience Taking Photos or Videos

There has always been the ISHRS policy of no audience members may take photographs or videos during scientific sessions. **We will STRICTLY ENFORCE this policy.** Violators will be identified and asked to leave the room. We ask oral presenters to assist by adding a brief statement on their disclosure slide to include, "No Photography". Here is the Video, Photography and Audio Recording Policy for your reference:

#### **VIDEO, PHOTOGRAPHY & AUDIO RECORDING POLICY**

**Video recording and/or photography are strictly prohibited in all educational sessions.** Under no circumstances are video, digital or still cameras to be utilized in the educational sessions. This includes photos and videos taken with cellular phones. **Violators will be dismissed from the meeting and have their cameras/equipment confiscated until the end of the meeting. Photography of scientific material is strictly prohibited. The only exception to the photography policy is photos taken by the official ISHRS photographer, for purposes of podium photos to use in ISHRS publications. We have hired a professional photographer to take a podium headshot and panel shot of every presenter in the General Session, and will offer the link to download the photos after the meeting.** Disclaimer: We will do our best to capture every presenter and panel, there is no guarantee on quality of photo.

### No Political or Religious Commentary; No Plagiarism

This is a scientific forum, therefore, political and religious commentary or statements are inappropriate and should not be included in abstracts, presentations or discussions. In addition, plagiarism will not be tolerated and will be considered an ethics violation.

### No Logos in Presentations

No logos (medical practice logo, company logo, personal logo) will be permitted during PowerPoint presentations, videos, and on posters, other than a watermark/logo that will be permitted on: (1) the initial PowerPoint slide, (2) beginning of a poster presentation, and (3) on photos.

### Audio-Visual (AV)

All presenters are required to present in **PowerPoint or video formats**. You must preload your presentation in the Speaker Ready Room **the day PRIOR to your presentation**. The entire meeting will be output in high definition (16:9 aspect ratio). See the [AV Information further on in this document for detailed instructions](#).

### Register for the Meeting

All faculty must register and pay the required registrations fees for the meeting, as well as transportation and accommodation costs. The only exceptions are for certain non-member, invited featured guest speakers. To register go to: [www.25thannual.org](http://www.25thannual.org)

Don't forget to make your own hotel and airline reservations.

It is our policy that faculty not accept payments or reimbursements from any commercial interest for presenting CME activities for ISHRS.

### Audience

We are anticipating 700+ in attendance with varying degrees of knowledge and experience in hair restoration surgery. However, do note that the **general session should be taught to physicians with an intermediate-advanced level in hair restoration surgery**.

Workshops and courses should be taught at the level indicated.

Attendees will be culturally diverse, with many countries represented. **You should speak clearly and slowly**, so all attendees can understand and benefit from your talk.

The official language of the meeting is English. Simultaneous interpretation from English to Spanish will be offered in the General Sessions on Thursday, Friday and Saturday as well as during the workshops that are held in the General Session room. If you do not have an adequate command of English, then we highly recommend that you present with a voiceover.

### Before & After Photos

It is important to include proper and clear 'before and after' photos of your cases, if applicable. Permission to use patient photographs is the responsibility of the author(s). All pre- and post-operative photographic results must not be computer altered or retouched. Use .gif or .jpg format. **Photographs must be high quality, clear, have good lighting.**

It is highly encouraged that you view a short, less than 7 minutes video on "Mastering Clinical Photography in HRS":

<http://25thannual.com/25thannual/faculty-information/>

### Questions? Contact:

Melanie Stancampiano, Program Manager,  
[mstacampiano@ishrs.org](mailto:mstacampiano@ishrs.org)

Victoria Ceh, MPA, Executive Director and CME Director,  
[vceh@ishrs.org](mailto:vceh@ishrs.org)

International Society of Hair Restoration Surgery  
303 West State Street, Geneva, IL 60134 USA  
Phone: 1-630-262-5399; U.S. Domestic Tollfree: 1-800-444-2737;  
Fax: 1-630-262-1520; E-mail: [info@ishrs.org](mailto:info@ishrs.org);  
Website: [www.ISHRS.org](http://www.ISHRS.org)

## ADDITIONAL INFORMATION SPECIFIC TO:

### GENERAL SESSION FACULTY (INCLUDES LUNCH SYMPOSIA) –

#### Abstract Book Copy Deadline

Submit a copy of your PowerPoint slides for content review/validation by your moderator and for publication in the Abstract Book by July 31, 2017. Upload it to the Omnipress abstract system. It will be printed as 6 slides per page. Slides which are not submitted in PowerPoint format (ending with .ppt or .pptx) or submitted after the deadline may not be included in the Abstract book.

#### Check-in with your Moderator

On the day of your presentation, you should touch base with the Moderator of your session **30 minutes prior** to the start of your session. The Moderator needs to know that you are present and ready to participate in your session. If the Moderator cannot locate you, then you will be replaced.

#### When to Mount the Stage and Podium

**You should mount the stage at the beginning of your assigned session.** Follow the lead of your moderator. All presenters in a session will be seated at the head table for the duration of that session. This way you can easily mount the podium when it is your turn, and you will be at the head table during the Q&A period/panel discussion at the end of your session. The meeting is run on an extremely tight schedule, so don't be late!

#### Time Allotment/Timer System

You must keep within the time allotment indicated on your speaker notification e-mail. There will be a timer at the podium that is set when your presentation is to begin. When the light is green it means you should speak. When the light turns yellow you have 60 seconds remaining and you should be summarizing and finishing. When the light is red your time is over and you must stop. As was the case last year, **when the light turns red the screen will shut off and your presentation will go blank.** We do not want an embarrassing situation, so please do not go over your time limit.

**Green** = Speak

**Yellow** = Summarize (60 seconds remaining)

**Red** = STOP!

#### Audiovisual

All presenters are required to present in **PowerPoint or video formats**. You must preload your presentation in the Speaker Ready Room **the day prior to your presentation**. **The entire General Session will be output in high definition.** See the **AV Information** further on in this document for detailed instructions.

Create your PowerPoint in 16:9 format. This is the high definition format. This is done within PowerPoint 2010 version by going to Design tab, selecting Page Setup, go to "Slides sized option" and choose "On-screen Show (16:9)".

## VIDEO SESSIONS –

For the “Surgical Videos” sessions, the videos will play one after another. The author of the video will stand at the podium while the video plays. Then there will be a discussion and audience Q&A led by the moderator.

### Audiovisual

All presenters are required to present in **video formats**. You must preload your presentation in the Speaker Ready Room **the day prior to your presentation**. **The entire General Session will be output in high definition.** See the [AV Information](#) further on in this document for detailed instructions.

Preferred format: videos should be **Quicktime H264 1920x1080 or WMV HD 1920x1080 file**. Also acceptable (2<sup>nd</sup> preference) is a Blu-ray DVD.

## MODERATORS IN THE G.S. –

See separate handout. Moderators have additional responsibilities.

## LIVE PATIENT VIEWING (LPV) FACULTY –

The LPV will take place on Saturday afternoon, 11:30AM-12:45PM. The chair and co-chair of the LPV are Francisco Jimenez, MD, FISHS and Conradin von Albertini, MD.

Provide the following information to Melanie Stancampiano ([mstancampiano@ishrs.org](mailto:mstancampiano@ishrs.org)), Dr. Jimenez ([fjimenez@clinicadelpelo.com](mailto:fjimenez@clinicadelpelo.com)) and Dr. von Albertini ([info@swisshairdoctor.ch](mailto:info@swisshairdoctor.ch)) by August 15, 2017:

- Number of patients you will be presenting
- Name of the patient(s) – for our internal tracking purposes only (*names will be kept confidential*)
- If you will be flying them in or if they live in Prague. *Note: it is your own expense to bring your patient (travel, hotel, expenses, etc.).*
- A short write-up of what is being presented (e.g., surgical technique, type of case, number of treatments, etc.)

### Signed Form from Patient

We will need a **Volunteer Participation Agreement** signed by your patient. One form per patient. Please discuss this form with your patient in advance of the meeting. Signed forms must be submitted to the ISHRS headquarters prior to the meeting. Fax to the ISHRS HQ: 1-630-262-1520.

### Information for Patients

Patients are not allowed in the General Session. They are only allowed in the Live Patient Viewing area. Please speak to your patient(s) about this. The ISHRS staff will prepare a name badge for your patient (first name or “John Doe”) and have a listing of all confirmed patients. We do not want an embarrassing situation, so make sure to let Melanie know the name of your patient(s). You should either bring your patient with you to the LPV or have them check-in at the registration desk for their name badge and further instructions to head to the LPV area.

You should be in contact with your patient about all the details they need to know for this session. The ISHRS will work with you (the doctor) and then you should liaise with your patient.

### How the Session Will Run

The audience will be released to go to the LPV area.

You and your patient should be in the LPV area *at least* 30 minutes prior to the start. Many doctors or their nurses come 1 to 1.5 hours in advance to set up their station. Additional information will be e-mailed closer to the meeting.

The LPV area will be set in numbered stations scattered throughout and each doctor will be assigned to a station. You will be listed in the Abstract Book along with the type of case(s) and surgical technique(s) you have provided to Ms. Melanie Stancampiano. At each station there will be a chair for each of your patients, an easel and foam core poster board, and a comb.

### Poster of Patient(s)

We ask that you prepare a poster of each patient to place on the poster board. It should include before photos, intermediate photos, and any relevant information about the patient/case using the template we provide. At each station there will be an easel with a foam core board with the dimensions of 24 inches (width) x 36 inches (height). Your poster should fit this space. Alternatively, you can bring the information and photos printed out on regular paper and tape or pin-up the pages. This is up to you. It is possible to use tape or push pins on the foam core boards.

### No Formal Rotation

There will not be a formal rotation. Please try to keep participants moving, and make a special effort to get all interested participants in close to see each of your patients.

### Photos and Videos Prohibited

If you see someone taking photos or video, please tell them to stop. **Photos and videos are strictly prohibited** in all sessions, and ESPECIALLY in the LPV area. Staff will help monitor this as well.

## DISCUSSION TABLE TOPICS –

The Discussion Table Topic Session is open to all attendees on a first-come, first-served basis. There is no special sign-up for this session. Attendees may sit at any table they wish. **This is an informal session for small groups to discuss a specific topic.** You should not prepare a formal talk. Your role is to facilitate a discussion and answer questions. You may wish to prepare several questions and subtopics about your topic for the group to discuss. [What is so interesting about your topic?, What are some tips?, What is often misunderstood?, etc.] Often times, attendees will seek you or your topic out and come prepared with questions. You may also wish to bring with a pad of paper and pen, in case you want to illustrate something. Some Table Leaders choose to bring their laptops (fully charged). This is not a requirement, and you should not try to make a lecture. A lecture is not the purpose of this format. Note: There will not be electrical outlets at the tables.

Discussion tables will take place on Friday/October 6 from 8:00AM-9:00AM. Round banquet tables will be set-up in the designated room. Each table will be labeled with a topic and the table leaders' names. Prior to your session, you should get your coffee and then sit at the table with your name and topic. Please be seated at your table by the designated start time.

## POSTER FACULTY –

**Posters will be presented in traditional paper format at the meeting. In addition, a poster compilation in PDF format will be included for attendees to download. It will only include those posters submitted by the deadline, July 31, 2017.**

Posters will be numbered to correspond with their placement in the Abstract Book. Poster numbers will be e-mailed approximately 2 weeks prior to the meeting. Posters must be set-up on Wednesday/October 4, 2017, 12:00PM-6:00PM in the Forum Foyer, 1<sup>st</sup> and 2<sup>nd</sup> Floors. They should be dismantled on Saturday/October 7, 2017, between 1:30PM-2:30PM.

Paper poster dimensions should be printed at the standard size of **36 inches x 48 inches** but must be no larger than 37 inches x 56 inches. Poster presenters should bring their own push pins.

There will be a **Poster Inquiry Session** on Thursday/October 5, 2017, from 10:00AM-10:30AM for even numbered posters and 3:30PM-4:00PM for odd numbered posters, during the coffee breaks. During the designated session poster presenters should stand by their posters so they may answer questions from attendees. In addition, each poster should include a photo of the presenting author and brief biography.

In the General Session on Friday/October 6, 2017, at 2:30PM, there will be a poster review session and awards will be presented at that time. To be considered for judging and be included in the poster compilation PDF, the author should upload a single PowerPoint slide format by July 31, 2017, to the Omnipress collection system.

[See the Poster Presenter Information and Guidelines further down in this document for detailed instructions.](#)

## WORKSHOP FACULTY –

On Friday/October 6, 2017, from 10:30AM-12:00PM and 4:00PM-5:30PM and on Saturday/October 7 from 8:00AM-9:30AM, multiple workshops will be offered, included in each attendee's registration cost.

### Coordination

Each Workshop Director will coordinate the faculty, outline, teaching method, and handout. The Director is responsible to make sure the learning objectives set for his/her workshop are met.

### Workshop Handout Deadline

Each Director will coordinate the handout materials among his/her faculty. Workshop Faculty should e-mail their handouts and PowerPoint slides to their Workshop Director. The Workshop Directors will e-mail the final, compiled handout for duplication to Melanie Stancampiano.

### Conflict of Interest

**If you report a conflict of interest during the Omnipress process, you will be required to submit a copy of your slides or presentation summary for full content review.** We will respond to you regarding our findings and how we intend to resolve the conflict. If you report no conflict of interest, there is nothing to resolve. If you report no conflict of interest, the moderator of your session or workshop director will review your presentation content.

### Signed Form from Patient

If you are planning to utilize live patients for demonstration purposes, you must notify Melanie Stancampiano. We will need a **Volunteer Participation Agreement** signed by your patient. One form per patient. Please discuss this form with your patient in advance of the meeting. Signed forms must be submitted to the ISHRS headquarters prior to the meeting. Fax to the ISHRS HQ: 1-630-262-1520.

### Audiovisual

All presenters are required to present in **PowerPoint or video formats**. You must preload your presentation in the Speaker Ready Room **the day prior to your presentation**. The workshops and courses will be output high definition, 16:9 format. [See the AV Information further on in this document for detailed instructions.](#)

### Other

You should arrive in your designated workshop room 20 minutes prior to the start.

The maximum number of seats in each workshop varies and is usually around 100. However, workshop attendance varies and typically ranges from 40-130 persons depending on the topic. Your workshop should be taught **at the level to which it has been assigned.**

## BASICS COURSE, ADVANCED/BOARD REVIEW COURSE, HAIR LOSS DIAGNOSIS HALF DAY COURSE, FUE & SMP MINI COURSE FACULTY, and SURGICAL ASSISTANTS PROGRAM & WORKSHOP-

The **Basics Course** is scheduled to take place Wednesday/October 4, 2017, 8:00AM-5:30PM. Lunch will be provided for students and faculty. You should arrive in the designated course room 20 minutes prior to the start. There will be a **Basics Course Faculty Meeting** on Tuesday/October 3, 2017, at 5:00PM in the Basics Course room.

The **Advanced/Board Review Course** is scheduled to take place Wednesday/October 4, 2017, 8:00AM-5:30PM. You should arrive in your designated course room 20 minutes prior to the start. Lunch will be provided for students and faculty.

The **FUE & SMP Mini Courses** are scheduled to take place Wednesday/October 4, 2017, from 9:00AM-12:00PM (FUE) and 2:00PM-5:00PM (SMP). You should arrive in your designated course room 20 minutes prior to the start of the course. Refreshments will be provided for students and faculty.

The **Hair Loss Diagnosis Course for the Non-Dermatologist** half day course is scheduled to take place Wednesday/October 4, 2017, from 8:00AM-12:00PM. You should arrive in your designated course room 20 minutes prior to the start of the course. Refreshments will be provided for students and faculty.

The **Surgical Assistants Program** is scheduled as a half-day program on Wednesday/October 4, 2017, 1:30PM-5:30PM. Refreshments will be provided for students and faculty. You should arrive in your designated program room 20 minutes prior to the start.

The **Surgical Assistants Core Skills Workshop** is scheduled to take place Wednesday/October 4, 2017, 8:00AM-12:00PM. You should arrive in the designated course room 20 minutes prior to the start. Lunch is provided for faculty only.

### Coordination

The Course Chair will coordinate the faculty, outline, teaching method, and handout book. The Course Chair is responsible to make sure the learning objectives are met.

### Handout Book Deadline

The Course Chair will coordinate the handout book among the faculty. Faculty should e-mail their handout and PowerPoint slides (to be printed 6 per page in the handout) to the designated Course Chair. The Course Chair will e-mail the final, compiled handout book for duplication to Melanie Stancampiano.

### Online Basics Lecture Series

As part of their registration fee, registrants of the Basics Course & Advanced/Board Review Course will receive a link and password to the Basics Lecture Series CME enduring material. Students are encouraged/expected to view the lectures prior to the meeting. Faculty are also expected to view the lectures prior to the meeting and be familiar with its contents.

### Surgical Assistants Resources Manual PDF

In addition, for the Surgical Assistants Program and Surgical Assistants Core Skills Workshop a link to the Surgical Assistants Resources Manual PDF will be emailed after the meeting to the faculty and attendees.

### Signed Form from Patient

If you are planning to utilize live patients for demonstration purposes, you must notify Melanie Stancampiano. We will need a **Volunteer Participation Agreement** signed by your patient. One form per patient. Please discuss this form with your patient in advance of the meeting. Signed forms must be submitted to the ISHRS headquarters prior to the meeting. Fax to the ISHRS HQ: 1-630-262-1520.

### Audiovisual

All presenters are required to present in **PowerPoint or video formats**. You must preload your presentation in the Speaker Ready Room **the day prior to your presentation**. **The workshops and courses will be output in high definition (16:9)**. See the **AV Information** further on in this document for detailed instructions.

Questions should be directed to:

--Basics Course Chair and Co-Chairs: Mauro Speranzini, MD, FISHRS, [speranzini.mauro@gmail.com](mailto:speranzini.mauro@gmail.com), Greg Williams, MBBS, [dr.greg@farjo.com](mailto:dr.greg@farjo.com) and Steven P. Gabel, MD, FISHRS, [drgabel@gabelcenter.com](mailto:drgabel@gabelcenter.com)

--Advanced/Board Review Course Chair and Co-Chair: Craig L. Ziering, DO, [drziering@gmail.com](mailto:drziering@gmail.com) and Ali Emre Karadeniz, MD, FISHRS, [aliemrekaradeniz@hotmail.com](mailto:aliemrekaradeniz@hotmail.com)

-- FUE & SMP Mini Courses & Workshops Director: Sara M. Wasserbauer, MD, FISHRS, [drsara@californiahairsurgeon.com](mailto:drsara@californiahairsurgeon.com)

--Surgical Assistants Chair: Emina K. Vance, [emina@hairtx.com](mailto:emina@hairtx.com)

--Surgical Assistants Vice Chair: Salome Vadachkoria, [salomevadachkoria@gmail.com](mailto:salomevadachkoria@gmail.com)

## M&M FACULTY –

The M&M Conference will take place on Friday/October 6, 2017, 6:30PM-8:30PM at the Corinthia Hotel in Bellevue Hall. Dinner is provided. The M&M Director will coordinate the faculty and outline.

### Conflict of Interest

**If you report a conflict of interest during the Omnipress process, you will be required to submit a copy of your slides or presentation summary for full content review.** We will respond to you regarding our findings and how we intend to resolve the conflict. If you report no conflict of interest, there is nothing to resolve.

### Audiovisual

All presenters are required to present in **PowerPoint or video formats**. You must preload your presentation in the course room 1 hour prior to the start. **The workshops and courses will be output in high definition (16:9).**

#### Other

You should arrive 20 minutes prior to the start.

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## A/V INFORMATION FOR SPEAKERS

**The entire meeting will be presented in high definition...this goes for PowerPoints and videos.**

Create your PowerPoint in 16:9 format. This is the high definition format. This is done within PowerPoint 2010 version by going to Design tab, selecting Page Setup, go to "Slides sized option" and choose "On-screen Show (16:9)".

Preferred video format: videos should be **Quicktime H264 1920x1080 or WMV HD 1920x1080 file**. Also acceptable (2<sup>nd</sup> preference) is a Blu-ray DVD.

The ISHRS requests that all presenters use **PowerPoint™ Presentations**. All meeting rooms will have presentation computers, so please bring your presentation directly to the Speaker Ready Room on any of the following mediums listed below. You may not bring your laptop to the podium.

- USB Storage Device
- Compact Flash Card
- Multi-Media Card
- SD Card
- CD-ROM
- DVD-ROM
- A Laptop

**Checking in at the Speaker Ready Room is the single most important action you will take to ensure that your presentation functions properly.** All speakers are required to check into the Speaker Ready Room. It is preferable that this is done **at least 24 hours before the start of your session** to ensure compatibility with the computers being used at the conference, as laptops cannot be used in the meeting rooms.

When you check in you should make sure all fonts appear as expected and all sound/video clips are working properly at this time. You will be able to edit your presentation at this time. Once you have reviewed and verified your presentation, it will remain on the server. One hour prior to the start of the session, your presentation will be placed on the presentation machine in the designated meeting room. **All editing must be completed 1 hour prior to the start of the session.**

Each meeting room will be operated by A/V staff that will assist in starting each presentation. Once the presentation is launched, you will control your presentation from the podium using a standard computer mouse. The left button will advance the slides and start movies. The right button will reverse the slide. The mouse can act as a pointer or you may use the provided laser pointer that will be located at the lectern.

All computers in the Speaker Ready room and session rooms are exactly the same and come standard with:

- PC – Windows 7 Professional
- PC – Microsoft PowerPoint (Office 2010)
- Mac – OS X (Lion)
- Mac – Microsoft PowerPoint (Office 2011)
- Mac – Apple Keynote (iWork '09)

The recommended video formats are:

- PC – Windows Media Video (.WMV)
- PC – MPEG4/AVC (.MP4)
- Mac – QuickTime H.264 (.MOV or MP4)

### Speaker Ready Room: Check in required for all presenters

It is not acceptable to bring your presentation a few minutes before or even an hour before the scheduled time. The purpose of pre-loading your presentation is to ensure that it runs smoothly on the equipment and to verify that all speakers are present. **If a presentation is not received the day prior, we will assume that you are either not at the meeting or have chosen to forfeit your time slot.**

You should tell the technician in the Speaker Ready Room your name, title of your presentation, and what part of the meeting your presentation is for (e.g., General Session, Workshop 101, Surgical Assistants Program, etc.).

Speaker Ready Location: Room 241

Hours:	Tuesday/October 3	3:00PM-8:00PM
	Wednesday/October 4	6:30AM-6:00PM
	Thursday/October 5	7:00AM-6:00PM
	Friday/October 6	8:00AM-6:00PM
	Saturday/October 7	7:30AM-3:00PM

**Please check in at the Speaker Ready Room the DAY BEFORE your presentation.**

## Guidelines for preparing PowerPoint™ Presentations

Create your PowerPoint in 16:9 format. This is the high definition format. This is done within PowerPoint 2010 version by going to Design tab, selecting Page Setup, go to "Slides sized option" and choose "On-screen Show (16:9)".

No logos (medical practice logo, company logo, personal logo) will be permitted during PowerPoint presentations, videos, and on posters, other than a watermark/logo that will be permitted on: (1) the initial PowerPoint slide, (2) beginning of a poster presentation, and (3) on photos.

### Before You Leave:

Save your files to a memory stick. Label your memory stick with your name, date and time of your presentation and what part of the meeting (General Session, Workshop, Lunch Symposium, Basics Course, Advanced/Board Review Course, FUT Mini Course, FUE Mini Course, Surgical Assistants Program, M&M Conference).

These guidelines have been established by ETS and the ISHRS to help ensure the success of your presentation.

For technical questions please contact: Richard Greer @ [rgreer@ets-av.com](mailto:rgreer@ets-av.com)

For general questions you may also contact Ed Berru at the above email address.

**Don't forget:**

**Pre-load in the Speaker Ready Room the day prior to your presentation.**

**Thank you! See you at the meeting.**

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## POSTERS: GUIDELINES

The presentation of new scientific ideas and original observations to the membership of the International Society of Hair Restoration Surgery (ISHRS) and to other attendees of the Annual Scientific Meeting is an integral part of the Society's continuing medical education program. Poster presentations present scientific information utilizing narrative material, photographs, charts, diagrams, etc.

**Posters will be presented in paper format at the meeting. In addition, a PDF compilation will be available to attendees for download and will include only those posters who submit their 1 page poster in PowerPoint format by the July 31, 2017, deadline.**

### Format Guidelines

#### **Paper Poster:**

- o Paper posters must fit in the following dimensions: **36 inches x 48 inches (suggested standard size)** may be no larger than 37 inches x 56 inches.
- o You must use push pins/tacks to adhere your poster. You must supply your own.
- o No other furniture, freestanding equipment, etc. is allowed in the poster presentation area.

#### **Poster for PDF Compilation:**

- o May only be prepared using Microsoft PowerPoint.
- o Use one of the five available PowerPoint templates available on the congress website: <http://25thannual.com/25thannual/faculty-information/>
- o Create your PowerPoint in 16:9 format. This is the high definition format. This is done within PowerPoint 2010 version by going to Design tab, selecting Page Setup, go to "Slides sized option" and choose "On-screen Show (16:9)".
- o Only include text and static images. **No video or animation may be included. No slide builds.** Note: We will be converting your 1 slide to a PDF.
- o We suggest 8 point font as the minimum font size you should use on your E-Poster. (any smaller and people will not be able to read it)
- o When saving your file, be sure to embed the font version. This is done by going to: Tools/ Save Options/ Embed Fonts in File/ Embed All Characters

### Onsite

- o The poster boards will be labeled with numeric identifying signs. The numeric sign will indicate where you will hang your poster, as well as correspond with the program book. Title of the presentation and authors will not be included as part of the identification sign. **Poster numbers will be assigned 2 weeks prior to the meeting.**
- o Paper posters will be displayed in the Forum Foyer on the 1<sup>st</sup> and 2<sup>nd</sup> floors.

### Readability of Poster Presentations

Posters for presenting medical/scientific papers afford you the opportunity to have your work viewed by a large audience. However, they also present technical challenges. To accommodate several people viewing at the same time, the size of the lettering (type) must be large enough to be legible at a minimum distance of approximately 6' (1.83m).

We highly recommend you use one of the available poster templates. Bring the completed electronic file to a FedEx Office, or other printer, and they will be able to print your file poster-sized.

The key to a visible and eye-catching graphic presentation is contrast. Keep this in mind when choosing your shades. For example:

1. Black on white
2. Blue on white
3. White on blue
4. White on black

Choose a typeface (design of type) that is particularly simple and clear (e.g., Arial or Helvetica). The weight of the type chosen (the thickness of each letter) should be medium or bold. The actual size of the type is measured in "points". To be legible at a distance of 6' (1.83m) for a **paper poster**, the minimum type size used should be 24 point; and to be legible at 8', you should use 30 point.

The following recommendations may prove beneficial to you in developing your poster presentations. They are suggestions only and are not intended to replace ideas you may already have. Rather, they are an attempt to guide you in the creation of your poster.

Your poster presentation should contain succinct headings that organize and logically display the information. The presentation should focus on:

- Hypothesis or Objective
- Methods
- Results or Outcomes

Keep illustrative material simple. Illustrations must be readable from distances of 3' (.91m) or more and should be similar to those you would use in making slides.

**Each poster should include a photo of the presenting author and author title/affiliation and location.**

#### **No Logos**

No logos (medical practice logo, company logo, personal logo) will be permitted during PowerPoint presentations, videos, and on posters, other than a watermark/logo that will be permitted on: (1) the initial PowerPoint slide, (2) beginning of a poster presentation, and (3) on photos.

#### **Avoidance of Commercialism**

All poster presentations **must avoid commercialism**. NO TRADE NAMES SHOULD BE USED FOR DRUGS, SUPPLEMENTS, SURGICAL TECHNIQUES, DEVICES, AND/OR INSTRUMENTATION INCLUDING LASERS. Advertising matter of any description may not be distributed nor any material displayed which in any way directly promotes the commercial interest of any particular company, enterprise, or the exhibitor(s). Any medications or other substances referred to in the presentation material must be identified by their scientific names only.

#### **Disclosure of Off-Label Usage**

If any part of your presentation includes the discussion of a medical device or pharmaceutical agent that is not approved by the FDA and/or a medical or surgical procedure that involves an unapproved or "off-label" use of an approved medical device or pharmaceutical agent, this must be disclosed on your poster.

#### **Disclosure of Conflict of Interest**

All authors must include COI disclosures on their posters. Failure to do so will result in the exhibit being taken down. Posters will be monitored for this at the meeting.

#### **Selling/Order Taking**

No selling or order taking is permitted, even with respect to products or services provided by non-profit enterprises. Any medications or other substances referred to in exhibit materials **must be identified by their scientific names**.

#### **Poster Viewing Hours**

Presenters should bring their printed paper posters with them. The entire Poster program will be open during the following hours:

Thursday/Sept. 29	7:30AM-8:00PM
Friday/Sept.30	8:00AM-6:00PM
Saturday/Oct. 1	7:30AM-1:30PM

E-Posters will also be able to be viewed on the meeting registration site via a link sent to attendees.

#### **Identification of Signs**

The posters will be numbered to correspond with the abstract book.

#### **Judging of Poster Presentations**

A committee of peers will judge the posters and awards will be given. Awards will be presented on Friday/October 5, 2017, at 2:30PM in the General Session room.

**PLEASE RETAIN THIS INFORMATION FOR YOUR RECORDS.**

**Failure to adhere to these guidelines will result in the Poster not being displayed**