

# IMPORTANT INFORMATION FOR FACULTY



Version July 11, 2024

## FOR ALL FACULTY:

### Denver World Congress Details

#### Cadmium – Online Abstract System

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

#### Faculty Attire

All faculty are asked to wear professional/business attire for the live meeting and recorded CSI presentations. CSI Presenters who will include a video presentation are encouraged to record their presentations with a simple background.

#### 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, including backgrounds. 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.

#### Audience Photos or Videos

- The ISHRS Board of Governors amended the photo and video policy to allow attendees to take photographs during our World Congress, however video recording is still prohibited. **Presenters should be aware that this meeting has online components and practice extra due diligence with content and patient photos.** Below is the Video, Photography and Audio Recording Policy for your reference:

#### **PHOTOGRAPHY & VIDEO RECORDING POLICY**

##### ***Photo Policy:***

Conference attendees may take photographs during oral or poster presentations provided that the photographs are strictly for personal, noncommercial use, and not disruptive to the speaker or other learners.

##### ***Video Policy:***

No video recording allowed.

#### Recorded Meeting Access

The General Sessions, Focused Sessions, half-day pre-course on Afro Hair Restoration, and Surgical Assistants Program will be recorded and made available for registered physician attendees to view from November 5, 2024 to February 5, 2025. Those registered in non-physician categories will receive access to Surgical Assistant Program session recordings only.

The Live Surgery Workshop, paid pre-courses, Newcomers Program, M&M Conference, and Live Patient Viewing are available to in-person meeting attendees only. These sessions will not be recorded.

#### Register for the Meeting

All faculty must register and pay the required registrations fees for the meeting. The only exceptions are for certain non-member, invited featured guest speakers. To register go to: <https://32ndannual.org/>

All oral presentations are to be given live in Denver, there will not be pre-recorded presentations this year.

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

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

#### Audio-Visual (A/V)

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 A/V Information further in this document for detailed instructions.](#)

CSI presenters are required to present a poster and may also choose to create a video if they like. A PDF of the poster must be uploaded by the stated deadline and a print copy displayed in Denver. Those who opt to also create a video must upload their pre-recorded presentations by the deadline.

- CSI Presentation materials must be uploaded to Cadmium by **August 23, 2024**.

All oral presentations (General & Focused sessions, Surgical Assistants Program, M&M Conference) are required to present live from the podium in Denver. Pre-recorded presentations will not be accepted. If a speaker wishes to include video in their presentation they may do so, but should be live at the podium in Denver.

- Presentations for General and Focused Sessions must be uploaded to Cadmium for content review by **September 5, 2024**.

## **Creating an Optimal Learning Environment**

### 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 education 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.

### Continuing Medical Education (CME):

The meeting is not sanctioned for CME PRA Category 1 Credits. However, the meeting will comply as much as possible with the policies and best practices of the Accreditation Council for Continuing Medical Education. All individuals in a position to control the content of the activity, including speakers and authors, moderators, and planning committee members, will properly disclose all financial relationships with ineligible companies.

### 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 financial relationships with ineligible companies. 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 a financial relationship with an ineligible company during the submission of your abstract, completion of your record, or annual renewal process, you will be required to submit a copy of your slides or presentation summary for full content review by the COI Review Team.** We will respond to you regarding our findings and how we intend to resolve the conflict of interest. If you report no financial relationships with ineligible companies, then there is no conflict of interest and nothing to resolve. If you report no relevant financial relationships, only the moderator or director of the session in which you are presenting will review your presentation content prior to the congress.

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 financial relationships with ineligible companies to disclose.**

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

**DISCLOSURES:**

**Company XYZ  
- Advisory Board**

**Company ABC  
- Royalty**

### Audience

We are anticipating 600+ physicians in attendance between the in-person and recorded access audiences of the meeting, with varying degrees of knowledge and experience in hair restoration surgery. However, do note that the **general sessions should be taught to physicians with an intermediate-advanced level in hair restoration surgery.**

We are expecting approximately 100 non-physicians to attend the **Surgical Assistants Program**. This audience will also have varying degrees of experience.

Attendees will be culturally diverse, with many countries represented, including many non-native English speakers. **You should speak clearly and slowly**, so all attendees can understand and benefit from your talk. Non-native English speakers are asked to include subtitles and a voiceover in their video presentations.

### Language

The official language of the meeting is English. If you do not have an adequate command of English, then we highly recommend that you present with a voiceover and include subtitles on any video components.

No simultaneous interpretation will be offered. Those who need language assistance are encouraged to consider technology like that offered by Timekettle to assist with translation of the meeting.

### 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.** Presenters should be aware that this is an online meeting and to practice extra due diligence with content and patient photos.

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

<https://32ndannual.org/faculty-info/>

## ADDITIONAL INFORMATION SPECIFIC TO:

### GENERAL SESSION FACULTY –

#### Create Your Presentation

Use the PowerPoint template provided to create your presentation.

Submit a near final version of your talk for moderator review by **September 5, 2024**.

#### Presentation Submission Deadline

Submit a copy of your PowerPoint slides, including any video files, for content review/validation by your moderator by **September 5, 2024**. All files must be uploaded to Cadmium, following the prompts in the system. PowerPoint slides may be converted to PDF as 6 slides per page and shared on the congress mobile app and corresponding website, and/or abstract book. Content not submitted on time may not be presented during the ISHRS 32nd World Congress - Denver.

#### Moderators

Moderators should prepare introductory remarks and slides using the provided template. Moderators will be contacted separately with further details and instructions on their additional responsibilities.

#### Check-in with your Moderator

On the day of your presentation, you 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.

#### During the Session

**You should mount the stage at the beginning of the presentation section your assigned session.** Follow the lead of your moderator. The detailed session outline, including speaker order, will be found in the Final Program Guide. Each session may have polls, panel discussion, Q&A time, etc. and this will dictate the exact times you are asked to sit on the stage. It is unlikely you will sit on the stage for the entire session.

All presenters in a session will be seated at the head table for the duration of that session, not including the panel discussion. This way you can easily come to the podium when it is your turn. All faculty should plan to participate during the applicable Q&A period and then dismount the stage prior to the start of the discussion panel when applicable.

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. At the podium there will be a timer 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. **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!

#### Audio-Visual (A/V)

All presenters are required to present in **PowerPoint or video formats**. You must preload your presentation in the Speaker Ready Room, Plaza Court 1, **the day prior to your presentation**. **The entire General Session will be output in high definition.**

See the [A/V Information](#) further in this document for detailed instructions.

### MODERATORS IN THE G.S. –

See separate handout. Moderators have additional responsibilities.

### CSI PRESENTERS –

This year we are bringing back paper posters in Denver as part of the Cases, Studies, and Innovations presentations. Abstract authors will be required to present their "Cases, Studies, and Innovations" or CSI Presentations as a poster within the congress app and recorded meeting website, and those attending live in Denver must also bring a paper poster to hang. CSI Presenters may choose to include a video in the congress app and recorded meeting website. For the online presentation authors will be asked to submit a headshot photo with their poster and video (if applicable) files. **All corresponding files must be uploaded by August 23, 2024.**

See the [Cases, Studies, and Innovations \(CSI\) Presenter Information and Guidelines](#) further down in this document for detailed instructions.

## FOCUSED SESSION FACULTY AND DIRECTORS–

Focused topic sessions will be presented in two banks on Friday/October 18, from 1:00PM-2:30PM and 3:15PM-4:45PM local Denver time. Attendees in Denver may choose which session they would like to attend, and seats will be filled on a first-come, first-served basis. Attendees may choose to attend any Focused Session available to their registration type. All but one Focused Sessions will only be open to Physician categories only.

All focused sessions will be recorded and made available for registered physicians to view in the recorded-only version of the meeting, beginning November 5, 2024.

### Coordination

Each Focused Session Director will coordinate the faculty, outline, and teaching method with the guidance of the Focused Session Chair. The Director is responsible to make sure the learning objectives set for his/her session are met.

### Disclosures of Relevant Financial Relationships

All Focused Session Directors and faculty will be required to complete a record in Catalyst, including an abstract, biography, take home message and disclosures of any relevant financial relationships. **If you report a relevant financial relationship during the Catalyst process, you will be required to submit a copy of your slides or presentation summary for full content review by the COI Review Team.** We will respond to you regarding our findings and how we intend to resolve the conflict of interest. If you report no relevant financial relationships, then there is no conflict of interest and nothing to resolve. If you report no relevant financial relationships, the director of your focused session will review your presentation content.

### Signed Form from Patients

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 patients. One form per patient. Please discuss this form with your patients in advance of the meeting. Signed forms must be submitted to the ISHRS headquarters prior to the meeting, via email [info@ishrs.org](mailto:info@ishrs.org) or fax +1-630-262-1520.

### Presentation Submission Deadline

Submit a copy of your PowerPoint slides for content review/validation by your director by September 5, 2024. All files must be uploaded in Cadmium. Additional instructions will be provided. PowerPoint slides will be converted to PDF as 6 slides per page and may be shared in the congress app / recorded meeting site, and/or abstract book. Content not submitted on time may not be presented during the World Congress.

### During the Session

Follow the lead of your director during the session. The timings of each presentation will be listed in the Final Program Guide. The director may add in polls, panel discussion, Q&A time, etc.

All faculty should be present in the focused session throughout the entire session. The meeting will run on time and on extremely tight schedule, so don't be late!

### Audiovisual

All presenters are required to present in **PowerPoint or video formats**. You must preload your presentation in the Speaker Ready Room **a minimum of one hour prior to your presentation, preferably the day before**. The workshops and courses will be output high definition, 16:9 format. [See the A/V 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 focused session varies and is usually around 90. The focused sessions slotted for the general session have 600 seats. Your workshop should be taught at the level to which it has been assigned.

## LIVE PATIENT VIEWING (LPV) FACULTY –

The LPV will take place on Saturday afternoon during lunch, from 12:15PM-1:15PM. The chair of the LPV is Samuel M. Lam, MD, FISHRS and the co-chair is Sanusi H. Umar, MD, FISHRS.

Provide the following information to Melanie Stancampiano ([mstancampiano@ishrs.org](mailto:mstancampiano@ishrs.org)), Dr. Lam ([drlam@lamfacialplastics.com](mailto:drlam@lamfacialplastics.com)) and Dr. Umar ([druumar@dru.com](mailto:druumar@dru.com)) by September 1, 2024:

- 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 the Denver area. *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. Email it to the ISHRS HQ: [info@ishrs.org](mailto:info@ishrs.org).

### 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 the Plaza Ballroom A & D, each doctor will have an assigned area. If your information is received in time, you will be listed in the program book along with the type of case(s) and surgical technique(s) you have provided to Ms. Melanie Stancampiano. At each table there will be a chair, easel and posterboard, and comb for each of your patients.

#### Poster of Patient(s)

We ask that you prepare a poster of each patient to place on the poster board. A template will be provided and you are requested to use this template. The poster 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. Rather attendees will move between live patient viewing and discussion tables throughout the 1-hour session. Please be aware that all interested participants will want an opportunity to move 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 the LPV area. ISHRS staff will help monitor this as well.

## **DISCUSSION TABLE TOPICS –**

The Discussion Table Topic Session will be held on Saturday morning before the start of the General Sessions. This session is open to all physician 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, 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 Saturday/October 19 from 7:30AM-8:30AM at the round banquet tables in the General Session room (Plaza BCEF). Each table will be labeled with a topic and the table leaders' names. Prior to the 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.

## **M&M FACULTY –**

The M&M Conference will take place on Friday/October 18, 2024, 6:00PM-8:00PM in Plaza Ballroom D at the Sheraton Denver Downtown hotel. Dinner in the room is included in the ticket price.

The M&M Conference Director and Co-Director will coordinate the faculty and outline.

Faculty of the M&M Conference should submit a detailed description of their case to the directors for review. The M&M Conference is only available to in-person physician category attendees and will not be recorded. There will be live discussion on each case presented.

#### Audiovisual

All presenters are required to present in **PowerPoint or video formats**. You must preload your presentation in the Speaker Ready Room a minimum of one hour prior to your presentation. [See the A/V Information further on in this document for detailed instructions.](#)

#### Other

Faculty should come to the room promptly at 5:45PM to be prepared for the start of the M&M Conference.

# CSI Presentation Guidelines

## What is a CSI Presentation?

“CSI” stands for “cases, studies, and innovations”, and this presentation format was introduced at the 2020 Virtual World Congress. These presentations are selected from submitted abstracts on various topics. **New for 2024: Each CSI presenter is required to submit a poster PDF, and hang a paper poster if attending the in-person meeting in Denver.** In addition, CSI presenters have the opportunity to prepare a pre-recorded video to supplement the poster. CSI authors will populate their dedicated CSI page in the mobile app and recorded meeting website in advance of the meeting. Attendees may view the CSI presentations at their leisure once the platform opens on Oct. 8, 2024.

## Presentation Types

CSI Presentations must include a poster PDF, a paper poster in Denver, and can include a pre-recorded video.

You upload to Cadmium:

1. Your head shot photo
2. Your Poster PDF
3. Your Video presentation (Maximum 7 minutes in length)

You bring to Denver:

1. A paper poster, created on the provided template given your poster category.

## Digital presentation in the congress app and website:

**Headshot Photo** in jpeg format

### Poster PDF using the following Guidelines:

- o Must use Microsoft PowerPoint, 16:9 aspect ratio.
- o Use the correct PowerPoint e-poster template that corresponds with your poster category. Templates are available on the congress website: <https://32ndannual.org/csi-faculty/>
- o Only include text and static images. **No video or animation may be included. No slide builds. Only 1 slide.**
- 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
- o Submission deadline: August 23, 2024

### Video Presentation using the following Guidelines:

- o Maximum of 7 minutes in length.
- o May be a surgical video or a talk using slides
- o Filmed in landscape mode
- o Submission deadline: August 23, 2024
- o [See the Video Recording Instructions for Speakers for tips on how to record your video.](#)

## Poster Presentation Production Guidelines

- ✓ **Each poster should be no larger than 4' x 4' (1.2m x 1.2m). That is, 4' width and 4' height.**
- ✓ The poster display board is 8' x 4' (2.4m x 1.2m) size, and there will be 2 poster presentations assigned per board.
- ✓ You must use push pins/tacks to adhere your poster. You must supply your own push pins/tacks.
- ✓ No other furniture, freestanding equipment, etc. is allowed in the poster presentation area.
- ✓ All CSI presenters will be given a presentation number, which will be posted on the boards to indicate where to pin the poster

## 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 CSI 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.

## Print poster to be displayed in Denver:

### Poster Location

The Sheraton Denver Downtown Hotel, Plaza Ballroom Foyer

### Poster Hours

Hang Posters:

Wednesday/October 16 1:00PM-7:00PM

Poster Viewing:

Thursday/October 17 8:00AM-7:30PM

Friday/October 18 10:00AM-6:00PM

Saturday/October 19 8:00AM-2:00PM

Poster Inquiry Sessions:

EVENS: Friday/Oct 18 10:30AM-11:00AM

ODDS: Friday/Oct 18 2:30PM-3:15PM

During Poster Inquiry Sessions the poster presenters should stand by their poster(s) so they may answer questions from attendees.

Poster Dismantle:

Saturday/October 19 2:00PM-4:00PM

Posters remaining at the conclusion of the Meeting will be discarded.

### **Disclosure of Relevant Financial Relationships**

All authors must include disclosures in their poster PDF and/or video.

### **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.**

CSI Presentations will be viewable in the congress app and recorded meeting website for all registered physician attendees.

## **A/V INFORMATION FOR SPEAKERS IN DENVER**

All presenters of the 2024 World Congress are assumed to be presenting live and must upload their slides or video in the Speaker Ready Room (Plaza Court 1).

### **Speaker Ready Room Hours:**

#### **Plaza Court 1**

Tuesday/October 15 – 3:00PM-7:00PM

Wednesday/October 16 – 7:00AM-6:00PM

Thursday/October 17 – 7:00AM-6:00PM

Friday/October 18 – 7:00AM-6:00PM

Saturday/October 19 – 7:00AM-3:00PM

### **Guidelines for preparing PowerPoint™ Presentations**

Create your PowerPoint in 16:9 format. This is the high-definition format. This is done within PowerPoint by going to the Design tab, selecting Slide Size, and choose "Widescreen (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.

The ISHRS requests that all presenters use **PowerPoint™ Presentations for live presentations**. All speakers must upload in the Speaker Ready Room, bringing your presentation on a **USB/Thumb Drive**. You may not bring your laptop to the podium.

### **Preferred video formats:**

- PC - MPEG4/AVC or H.264 (.MP4)
- Mac – QuickTime H.264/AAC (.MOV)

**Checking in at the Speaker Ready Room is the single most important action you will take to ensure that your presentation functions properly if you plan to present live.** All speakers are required to upload and review their presentation at the appropriate Speaker Ready Room in Denver. It is required that this is done **a minimum of 1 hour before the start of your session, preferably the day before**, 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. **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 play uploaded presentations and bring each presentation up on the screen. Speakers will advance the slides from the podium.

All computers in the Speaker Ready Room are exactly the same and come standard with:

- PC – Windows 10
- PC – Microsoft PowerPoint (Office 2016)
- Mac – Microsoft PowerPoint (Office 2016)
- Mac – Apple Keynote (most current version)

### **SUBMITTING YOUR SLIDES OR VIDEO**

General and Focused Session faculty are required to submit a draft of their presentation for content review by **September 5, 2024**, in the Cadmium system for content review. Additional instructions will be provided.

### **Before You Leave for Denver:**

Save your files to a USB / Thumb Drive. Label your memory stick with your name, date and time of your presentation and what part of the meeting (General Session, Focused Session, M&M Conference, etc.).

# VIDEO RECORDING INSTRUCTIONS FOR CSI PRESENTERS

## Best Practices for Video Presentation Recording

- Have a quiet location set for the recording time to minimize background noise
- If possible, have your computer plugged in with a hard-wired internet connection (Cat-5).
- Have light cast on you from the front or side. Do not be positioned in front of a window or light brighter than your front and sidelights.
- Plug your headset into your laptop or desktop computer. If your computer does not have a microphone, please attach an external microphone via USB or 3.5mm jack.
- Keep your microphone muted until you are ready to speak. Allow 10 seconds before speaking once unmuting yourself.
- Allow 3 seconds prior to speaking when switching slides.
- Ensure that the platform you are using can export the video in 1080p or higher to allow for post recording editing if needed.
- Depending on the program you are using, your camera may block a portion of the slide. Please review slide content prior to recording to ensure all content is in view.

### IMPORTANT DEADLINES:

**August 23: CSI Presentations Poster (and video if included) uploaded for content review**

**September 5: General and Focused Session Presentations uploaded for content review**

**Pre-load in the Speaker Ready Room at least one hour prior to your presentation, preferably one day prior. The earlier the better!**

#### Questions? Contact:

Melanie Stancampiano, Programs Director,  
[mstacampiano@ishrs.org](mailto:mstacampiano@ishrs.org)

International Society of Hair Restoration Surgery  
1932 S. Halsted St., Suite 413, Chicago, IL 60608 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: <http://ISHRS.org>