

IMPORTANT INFORMATION FOR FACULTY



Version July 11, 2023

FOR ALL FACULTY:

Delhi 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, Lunch Symposia 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

General Sessions and Lunch Symposia will be recorded and made available for registered physician attendees to view from November 21, 2023 to February 21, 2024. Note that the M&M Conference, Live Patient Viewing, and Surgical Assistant Sessions will be 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://31stannual.org/>

All oral presentations are to be given live in Delhi, 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 at the Speaker Console in the presentations 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 pre-record their presentations, and submit the following files: (1) Headshot photo, and one or both of the following (2) Video presentation in MP4 format (3) Poster PDF

- CSI Presentation materials must be uploaded to Cadmium by **September 1, 2023**.

General Session and Lunch Symposia presenters are required to present live from the podium in Delhi. Pre-recorded presentations will not be accepted. If a speakers wishes to include video in their presentation they may do so, but should still be live at the podium in Delhi.

- Presentations for General Sessions and Lunch Symposia must be uploaded to Cadmium for content review by **September 17, 2023**.

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 2nd slide (after the title slide).

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

DISCLOSURES:

Speaker has no relevant 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+ 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 and lunch symposia should be taught to physicians with an intermediate-advanced level in hair restoration surgery.**

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://31stannual.org/faculty-info/>

Questions? Contact:

Melanie Stancampiano, Programs Director,
mstacampiano@ishrs.org

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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;
Website: www.ISHRS.org

ADDITIONAL INFORMATION SPECIFIC TO:

GENERAL SESSION & LUNCH SYMPOSIA 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 17, 2023**.

Presentation Submission Deadline

Submit a copy of (1) your PowerPoint slides and if applicable (2) video file for content review/validation by your moderator by **September 17, 2023**. 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 31st World Congress - Delhi.

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 here 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 at the Speaker Console in the Session Room **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 –

Instead of poster presentations this year, abstract authors will present in a virtual hall their "Cases, Studies, and Innovations" or CSI Presentations within the virtual congress center. Presenting Authors will be asked to submit a headshot photo, and a video and/or PDF presentation file to be shared. **All corresponding files must be uploaded by September 1, 2023.**

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

LIVE PATIENT VIEWING (LPV) FACULTY –

The LPV will take place on Friday afternoon from 3:45PM-5:15PM in conjunction with Discussion Table Topics. The chair of the LPV Mayank Singh, MBBS, MS, MCh and the co-chair is O. Tayfun Oguzoglu, MD, FISHS.

Provide the following information to Melanie Stancampiano (mstancampiano@ishrs.org), Dr. Singh (drmavankingsh@yahoo.in) and Dr. Oguzoglu (drt@drthair.com) by October 1, 2023:

- 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 Delhi 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 ISHS headquarters prior to the meeting. Email it to the ISHS HQ: 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 ISHS 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 ISHS 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 at round tables in the Royal and Maple rooms, each doctor will be assigned to a table. 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 1.5 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. Staff will help monitor this as well.

DISCUSSION TABLE TOPICS –

The Discussion Table Topic Session will be held in conjunction with the Live Patient Viewing this year. This 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/November 3 from 4:15PM-5:15PM. Round banquet tables will be set-up in the Royal and Maple rooms. 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/November 3, 2023, 12:10PM-1:50PM in Maple at the Leela Ambience Gurugram hotel. Lunch 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 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 at the Speaker Console in the 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 12:00PM to be prepared for the start of the M&M Conference.

Cases, Studies, and Innovations (CSI) Presentations Guidelines

What is a CSI Presentation?

You are going to love this novel concept and presentation format! "CSI" stands for "cases, studies, and innovations" which was introduced at the 2020 Virtual World Congress. These are selected from submitted abstracts on various topics. Each CSI author has the opportunity to prepare their presentation as a pre-recorded video, poster PDF, or both. CSI authors will populate their dedicated CSI page in the platform in advance of the meeting. Attendees may view the CSI presentations at their leisure once the platform opens on Oct. 19, 2023.

NEW THIS YEAR -You must submit a video summarizing and highlighting your presentation by July 24. Check your email for additional details.

Presentation Types

CSI Presentations can be a pre-recorded video, a poster PDF, or both. It's your choice how is best to present your material.

You upload to Cadmium:

1. Your head shot photo
2. Your Video presentation
3. Your Poster PDF

Presenters should upload the following items:

Headshot Photo in jpeg format

Poster PDF using the following Guidelines:

- o Must use Microsoft PowerPoint, 16:9 aspect ratio.
- o Use PowerPoint e-poster template available on the congress website: <https://31stannual.org/faculty-info/>
- 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: September 1, 2023

Video Presentation using the following Guidelines:

Presenters may create a surgical video or record a talk using slides. Videos should not exceed 7 minutes in length.

[See the Video Recording Instructions for Speakers for tips on how to record your video.](#)

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.

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 corresponding website for all registered physician attendees.

A/V INFORMATION FOR SPEAKERS IN DELHI

All presenters of the 2023 World Congress are assumed to be presenting live and must upload their slides or video at the Speaker Console in the course room. Specific hours for the speaker console will be shared in the weeks prior to the congress.

If you plan to present using PowerPoint, create your slides 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)".

Preferred video formats:

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

The ISHRS requests that all presenters use **PowerPoint™ Presentations for live presentations**. All meeting rooms will have presentation computers, so please bring your presentation directly to the Speaker Console in the room where you are speaking on a **USB/Thumb Drive**. You may not bring your laptop to the podium.

Checking in at the Speaker Console 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 Console in Delhi. 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 at the Speaker Consoles in session rooms 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)

The recommended video formats are:

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

Speaker Console: Check in required for all presenters

It is not acceptable to bring your presentation a few minutes before the scheduled time of your session. 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 one hour prior to your session, we will assume you have forfeited your spot on the program.**

You should tell the technician at the appropriate Speaker Console your name, title of your presentation, and what session your presentation is for (e.g., General Session, Lunch Symposia, M&M Conference, etc.).

Speaker Console Dates/Hours/Locations:

Tuesday/October 31

3:00PM-7:00PM for Basics & Advanced/Board Review Course

Wednesday/November 1

7:00AM-5:30PM – Basics Course, Ebony room

7:00AM-3:00PM – Advanced/Board Review Course, Royal II room

4:00PM-6:00PM – General Session pre-loads, Pearl Ballroom

Thursday/November 2

7:00AM-6:00PM – General Session, Pearl Ballroom

12:00PM-2:30PM – Surgical Assistants Session, Maple room

Friday/November 3

7:00AM-6:00PM – General Session, Pearl Ballroom

11:00AM-2:00PM – M&M Conference, Maple room

5:00PM-6:30PM – WISHRS, Maple room

Saturday/November 4

7:00AM-4:00PM – General Session, Pearl Ballroom

11:45AM-2:00PM – Surgical Assistants Session, Maple room

Please upload at the Speaker Console Early!

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.

SUBMITTING YOUR SLIDES OR VIDEO

General Session and Lunch Symposia Slides should be uploaded for content review by September 17 in the Cadmium system. Instructions will be provided within Cadmium.

All speakers in general sessions and lunch symposia are required to submit a draft of their presentation by **September 17, 2023**.

Before You Leave for Delhi:

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, Lunch Symposia, M&M Conference, etc.).

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

VIDEO RECORDING INSTRUCTIONS FOR CSI PRESENTERS

Best Practices for Virtual 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:

July 24: CSI Highlight Video submitted

September 1: CSI Presentations (Poster and/or Video) uploaded for content review

September 17: General Session and Lunch Symposia Presentations uploaded for content review

Pre-load at the appropriate Speaker Console at least one hour prior to your presentation, preferably one day prior. The earlier the better!