IMPORTANT INFORMATION FOR FACULTY

FOR ALL FACULTY:

Panama World Congress Details

Catalyst – Online Abstract System
The ISHRS utilizes the Catalyst system to collect speaker information and abstracts. Each faculty member is required to complete a record in Catalyst 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 both pre-recorded and live presentations, panel discussions, and other educational sessions. Faculty who will pre-record their presentations 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.

Virtual Edition
All recorded educational content will be available for registered physician attendees to view from November 15, 2022 to February 15, 2023. Note that the M&M Conference and Live Patient Viewing will be available to in-person meeting attendees only. Neither session will be recorded due to the sensitive nature of the material.

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://30thannual.org/

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 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 the assigned Dropbox by **September 12, 2022**.

General and Focused Session presenters are requested to present live from the podium live in Panama. If there are presenters who will not able to attend the in-person meeting, we will accept a pre-recorded talk.

- Presentations for General and Focused Session must be uploaded to the proper Dropbox folder by **September 15, 2022.**

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 relevant financial relationships with any commercial interests pertinent to their talk or the subject of the meeting.

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 a relevant financial relationship 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 relevant financial relationships, then there is no conflict of interest and nothing to resolve. If you report no relevant financial relationships, the moderator of your general of focused session will review your presentation content.

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

Speaker has no relevant financial relationships or conflicts of interest to declare.	**Company XYZ**
	   - Advisory Board
	
	Company ABC
	   - Royalty

Audience
We are anticipating 600+ in attendance between the in-person and virtual edition 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 <u>intermediate-advanced level in hair restoration surgery</u>.**

Focused sessions should be taught at the level indicated.

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. It is suggested that non-native English speakers use a voiceover in their video presentations.

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.

One-way English-to-Spanish simultaneous interpretation will be provided during the General Sessions on Thursday, Friday, Saturday. The Focused Sessions slotted for the general session room will also have one-way simultaneous interpretation. Attendees wishing to utilize a simultaneous interpretation headset must advance register for this option via the registration process.

Preparing Your Talk
We encourage all faculty to review the article writing by Congress Chair, Dr. Sara Wasserbauer, found here: https://30thannual.org/tips-to-prepare-your-presentation/

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://30thannual.org/faculty-info/

Questions? Contact:
Melanie Stancampiano, Programs Director,
mstacampiano@ishrs.org

Victoria Ceh, MPA, Executive Director and CME Director,
vceh@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;
Website: www.ISHRS.org

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 15, 2022**.

If you are unable to attend the in-person meeting in Panama, you should pre-record your presentation and submit the final version by the September 15 deadline. Videos can be created using the **Zoom Meeting App, Loom, PowerPoint**, or the video-recording software of your choice. See the **Recording Instructions for Presenters** further in this document for detailed instructions.

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 15, 2022.** All files must be uploaded to a designated Dropbox. Dropbox links for specific sessions will be emailed to faculty. PowerPoint slides will be converted to PDF as 6 slides per page and shared on the virtual congress site and/or abstract book. Content not submitted on time may not be presented during the ISHRS 30th World Congress Panama.

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 your assigned session. Follow the lead of your moderator. The detailed session outline, including speaker order, will be found in the Final Program Guide. The moderator of each session may add in polls, panel discussion, Q&A time, etc.

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. All faculty should plan to participate during the Q&A period/panel discussion at the end of your session and answer written questions following the live meeting if requested to do so.

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. Pre-recorded presentations that are overtime will be asked to be edited to fit within the allotted time. If you present live onsite 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. **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 **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 12, 2022.**

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 28, from 9:00AM-10:30AM and 1:00PM-2:30PM local Panama time. Attendees in Panama may choose which session they would like to attend, and seats will be filled on a first-come, first-served bases. Attendees may choose to attend any Focused Session available to their registration type. Some Focused Sessions will only be open to Physician categories.

All focused sessions will be recorded and made available for viewing in the virtual edition of the meeting, beginning November 15, 2022.

Coordination
Each Focused Session Director will coordinate the faculty, outline, and teaching method. 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 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 15, 2022. All files must be uploaded to a designated Dropbox. Dropbox links for specific sessions will be emailed to faculty. PowerPoint slides will be converted to PDF as 6 slides per page and shared in the virtual congress center 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, 2:30PM-4:00PM. The chair of the LPV is Henrique N. Radwanski, MD and the co-chair is Sebastian Yriart, MD.

Provide the following information to Melanie Stancampiano (mstancampiano@ishrs.org), Dr. Radwanski (hnradwanski@hotmail.com) and Dr. Yriart (syriart@gmail.com) by October 1, 2022:
- 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 Panama City 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 or fax to the ISHRS HQ: info@ishrs.org; FAX: +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.

<u>How the Session Will Run</u>
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 program 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.

<u>Poster of Patient(s)</u>
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.

<u>No Formal Rotation</u>
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.

<u>Photos and Videos Prohibited</u>
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 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 Saturday/October 29 from 12:45PM-1:30PM. Round banquet tables will be set-up in the General Session room. Each table will be labeled with a topic and the table leaders' names. Prior to your session, you should get your lunch 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 28, 2022, 5:45PM-7:45PM in Arrecife at the Westin Playa Bonita. Dinner 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.

<u>Disclosures of Relevant Financial Relationships</u>
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 chair of your session will review your presentation content.

<u>Audiovisual</u>
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 in high definition (16:9).** See the **A/V Information** further on in this document for detailed instructions.

<u>Other</u>
You should arrive to the course room 20 minutes prior to 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. 17, 2022. Each CSI page has a running chat, so the attendees may ask questions or provide comments. The CSI author may respond and provide comments in the chat as well. (Think similar to a poster defense session in an in-person meeting.)

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 the Dropbox link we provide you:
1. Your head shot photo
2. Your Video presentation
3. Your Poster PDF

We upload:
4. Info Section.

> "Info Section" will pre-populate with the fields below. A thumbnail of the PDF will be shown on the screen.

> *****Info Section EXAMPLE*****
> **CSI-085**
> *Hairline Design Methods*
> Joe Smith, MD, FISHRS | Spain
> **CSI Dicussion Group:** Group 1, C: Hairline Design
> *****

Presenters should upload the following items:

Headshot Photo in jpeg format

Poster PDF using the following Guidelines:
- Must use Microsoft PowerPoint, 16:9 aspect ratio.
- Use PowerPoint e-poster templates available on the congress website: https://29thannual.org/faculty-info/
- Only include text and static images. **No video or animation may be included. No slide builds. <mark>Only 1 slide.</mark>** Note: We will be converting your 1 slide to a PDF for the compilation.
- 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
- Submission deadline: September 13, 2021

Video Presentation using the following Guidelines:
Presenters may create a surgical video or record a talk using slides.

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 able to be viewed in the congress platform for all registered physician attendees.

A/V INFORMATION FOR SPEAKERS IN PANAMA

All presenters of the 2022 World Congress are assumed to be presenting live and must upload their slides or video in the Speaker Ready Room. Those who will not attend in person and wish to pre-record a talk should email Ms. Melanie Stancampiano, ISHRS Programs Director, at mstancampiano@ishrs.org for instructions.

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 Ready Room on any of the following mediums listed below. You <u>may not</u> bring your laptop to the podium.

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

Checking in at the Speaker Ready Room is the <u>single most important action</u> you will take to ensure that your presentation functions properly if you plan to present live. All speakers are required to check into the Speaker Ready Room. It is preferable 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 recorded video presentations, and assist in starting each presentation. Speakers do not need to do anything for prerecorded video presentations. For live presenters using PowerPoint, 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 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 Ready Room: 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 play your pre-recorded presentation and you will not have the option to present live.**

You should tell the technician in the Speaker Ready Room your name, title of your presentation, and what session your presentation is for (e.g., General Session, Focused Session, M&M Conference, etc.).

Speaker Ready Location: Vetiver, Beach Level of the Westin Playa Bonita hotel

Hours: Tuesday/October 25   3:00PM-7:00PM
                                Wednesday/October 26   7:00AM-6:00PM
                                Thursday/October 27   7:00AM-6:00PM
                                Friday/October 22   8:30AM-6:00PM
                                Saturday/October 23   8:30AM-3:30PM

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 the 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.

SUBMITTING YOUR SLIDES OR VIDEO

All speakers were provided a Dropbox Link to upload their prerecorded video in their speaker notification. Dropbox links are unique to each individual presentation or session. If you have questions about which link to use please contact Ms. Melanie Stancampiano, ISHRS Programs Director, mstancampiano@ishrs.org.

All speakers are required to submit a draft of their presentation by **September 15, 2022**.

When uploading your presentation, you should use the following file naming system: PresenterLastName_SessionName_PresentationTitle

Examples:

SmithJoe_CSI_HairlineDesignMethods.mp4

SmithJoe_CSI_HairlineDesignMethods.PDF

DoeJane_GeneralSession4_ImplantingTechniques.mp4

DoeJane_FocusedSession202_StemCellMyth.mp4

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, Focused Session, M&M Conference, etc.).

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

VIDEO RECORDING INSTRUCTIONS FOR SPEAKERS

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 recoding to ensure all content is in view.

RECORDING YOUR PRESENTATION

All Focused Session, General Session and CSI Presenters are required to pre-record their video presentation in one of the following formats:

PowerPoint Videos:

In the 2019 or 365 version of PowerPoint presenters may record their talk, with or without their face showing. This is done in the "Slide Show" tab, selecting "Record Slide Show". Once complete, presenters should go to the "File" tab, select "Export," then "Create Video". In order to display properly select "Full HD (1080p)" from the dropdown. This is the high definition format.

Loom:

Prepare your slides or Video Presentation, and then prepare to record your lectures. Go to https://www.loom.com and click on "Get Loom". It is recommended to use the Pro version of Loom so you can export your file in 1080p format. Follow the instructions to sign up, verify your e-mail and download the Desktop App. Run the program installer and install the program. Login and select your desired camera and microphone, open up the presentation that you want to record and click "Start Recording". When you are finished, click the red square on the left of the screen. A new browser window will pop up with your video recorded. Use the Download button to download the MP4 file to your computer.

- Export your file at a minimum 1080 HD video (or higher) resolution. The free version is too low of quality once we were to edit in graphics.

- You may need to have Admin rights on your computer to download and install the App.

- The camera feed can only be overlaid on the slides and not positioned to the side. Because of this, all slides will need to be designed with the lower 3rd blank.

Zoom Meeting App:

When you start the Zoom Meeting Application, you will see a settings wheel icon in the top right of the application window:

1. Click the Settings button.

2. Click the "Video" menu on the settings column on the left-hand side of the screen.
   - If you would like to record your webcam along with your presentation, Uncheck "Turn off my video when joining meeting".
   - If you don't want to record your webcam along with your presentation, Check "Turn off my video when joining meeting".

3. Click the "Audio" menu on the settings column on the left-hand side of the screen.
   - Check your speaker and microphone to make sure you can hear yourself in your microphone. Ensure the correct Speaker and Microphone is selected in the dropdown list if you have trouble hearing yourself.

4. Click the "Recording" menu on the settings column on the left-hand side of the screen.
   - Make note of the location where your Zoom recordings are stored, you can change this by clicking the "Change" button.
   - Optional: There is an option to choose where to store your recordings after each meeting ends.
   - If you would like to record your webcam along with your presentation, Check the "Record video during screen sharing" checkbox, this will reveal another checkbox "Place video next to the shared screen in the recording", check this checkbox as well.
   - If you don't want to record your webcam along with your presentation, uncheck "Record video during screen sharing."

5. Close the Settings window.

Recording your presentation with the Zoom Meeting App

1. Click the "New Meeting" button on the Zoom Meeting Application home screen.

2. Click the "Join with Computer Audio" button.

3. Click the "Share Screen" button on the bottom of your screen.

4. Ensure "Screen" is highlighted in blue.

5. Check the box "Share Computer Sound" in the bottom left corner.

6. DO NOT check the box "Optimize Screen Sharing for Video Clip" this will prevent you from recording your mouse activity and your Webcam.

7. Click the "Share" button in the bottom right corner.

8. To begin recording there are several ways to do this depending on the type of computer you have:
   - On Windows PC we recommend this for a smooth recording: Press and hold down ALT + R to start the recorder. To pause recording at any time press and hold down ALT + P. To unpause the recording press and hold down ALT + P again.
   - On Mac we recommend this method for a smooth recording: Press and hold Shift + Command + R to start the recorder. To pause recording at any time press and hold down Shift + Command + P. To unpause the recording press and hold down Shift + Command + P again.
   - Alternate method on Mac or PC that may require video editing afterwards: Drag your mouse to the Zoom Meeting Control panel. Hover over the "more" menu and select the "Record" option.

9. If you selected to record your Webcam, you can hide the webcam while you give your presentation at any time by hovering over the webcam video and clicking the grey minimize button. The webcam will disappear and will now only be a small black bar. You can show the webcam again by hovering over the black bar and clicking the grey maximize button. Note: Whenever you hide the webcam video it will disappear in the recording, whenever the webcam is visible you will see it in the recording in it's own area outside of your presentation. So at no point in your presentation recording will the presentation be obscured by your Webcam video.

10. When you are finished with your presentation there are several ways to stop recording and they depend on the type of computer you have:
    - On Windows PC we recommend this for a smooth recording: Press and hold down ALT + R to stop the recorder.
    - On Mac we recommend this method for a smooth recording: Press and hold Shift + Command + R to stop the recorder.
    - Alternate method on Mac or PC that may require video editing afterwards: Drag your mouse to the Zoom Meeting Control panel. Hover over the "more" menu and select the "Stop Recording" option.

11. Drag your mouse to the top of the screen and click the red "Stop Share" button.

12. Click the red "End Meeting" button in the lower right corner of the screen.

13. Click end meeting for all.

14. Wait for the Zoom Meeting App to finish converting your recording.

15. Click on the mp4 to review your recording.

Video Tutorials for Zoom Meetings: Recording Your Presentation on Windows

Tutorial 1: Downloading and Installing the Zoom Meeting App, and creating a Zoom Meeting Account
https://expert.confex.com/recording/expert/2020/mp4/free/4db77adf5df9fff0d3caf5cafe28f496/paper1489_1.mp4

Tutorial 2: Record Your Presentation and your Webcam Simultaneously
https://expert.confex.com/recording/expert/2020/mp4/free/4db77adf5df9fff0d3caf5cafe28f496/paper1490_1.mp4

Tutorial 3: Record Your Presentation without Webcam
https://expert.confex.com/recording/expert/2020/mp4/free/4db77adf5df9fff0d3caf5cafe28f496/paper1491_1.mp4

Surgical videos:
For those who will be presenting a surgical video, or a video without needing to display the presenter's face the following are preferred video formats:

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

Don't forget:

Submit your draft presentation by September 15, 2022.

Pre-load in the Speaker Ready Room the DAY PRIOR (and at least one hour prior) to your presentation.

See you at the meeting!