



IMPORTANT INFORMATION FOR FACULTY

FOR ALL FACULTY:

OASIS – Online Abstract System

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

Learning Objectives

The ISHRS has made the choice to adhere to the principles and guidelines of the Accreditation Council for Continuing Medical Education (ACCME). As such, we have made the choice to meet the ACCME's expectations for our practice of continuing medical education, which we believe will provide CME of the highest standard. Your talk was deliberately placed in the session to which it has been assigned to help fulfill the predetermined learning objectives for that session. [See the 2009 Learning Objectives listed on the meeting website and carefully review the objectives for your session, course, or workshop.](#)

Speakers' Disclosures of Conflict of Interest

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

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

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

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

DISCLOSURES:

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

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

DISCLOSURES:

**Company XYZ
 - Advisory Board**

**Company ABC
 - Royalty**

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**. [See the A/V Information at the end of this document for further detailed instructions.](#)

Register for the Meeting

All faculty must register and pay the required registrations fees for the meeting, as well as transportation and accommodation costs. The only exceptions are for non-member, invited featured guest speakers. To register go to: <http://www.ishrs.org/17thAnnualMeeting.html>

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

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

Audience

We are anticipating 500 physicians in attendance with varying degrees of knowledge and experience in hair restoration surgery. However, do note **that the general session should be taught at the intermediate-advanced level.**

Workshops and courses should be taught at the level indicated.

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

The official language of the meeting is English. Simultaneous interpretation will not be offered. If you do not have an adequate command of English, then we highly recommend that you present with a voiceover.

PowerPoint Resources

If you are interested, two informational articles regarding PowerPoint are available by contacting the ISHRS Headquarters.

- [PowerPoint Resources](#)
- [PowerPoint: Ten Simple Rules](#)

Questions? Contact:

Liz Rice-Conboy at ISHRS HQ: lrice-conboy@trexperts.com or lrice-conboy@ishrs.org
Victoria Ceh, MPA, Executive Director and CME Director: vceh@comcast.net or vceh@ishrs.org

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

ADDITIONAL INFORMATION SPECIFIC TO:

GENERAL SESSION FACULTY –

Abstract Book Copy Deadline

Submit a copy of your PowerPoint slides for content review/validation by your moderator and for publication in the Abstract Book **by June 12, 2009**. E-mail it to: info@ishrs.org and reference your control number. It is okay to submit a modified version. It will be printed as 6 slides per page. Slides which are not submitted in PowerPoint format (ending with .ppt), or PowerPoint slides which are submitted after June 12th may not be included in the Abstract book.

Check-in with your Moderator

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

When to Mount the Stage and Podium

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

Time Allotment/Timer System

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

Green = Speak

Yellow = Summarize (60 seconds remaining)

Red = STOP!

INTERACTIVE VIDEO SESSION –

The 5-minute videos will play one after another. The authors of the videos will be seated at the head table while the videos play. Then there will be a discussion and audience Q&A led by the moderator. Videos should be in DVD format.

MODERATORS IN THE G.S. –

See separate handout. Moderators have additional responsibilities.

LIVE PATIENT VIEWING (LPV) FACULTY –

The chair of the LPV is Jean Devroye, MD.

Provide the following information to Victoria Ceh (vceh@comcast.net) and Jean Devroye (ishrs2009lpv@gmail.com). **by June 12, 2009:**

- 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 Amsterdam. *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.) – **this will be printed in the Abstract Book**

Signed Form from Patient

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

There will be a brief introduction by the moderator in the General Session room, and then 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. Additional information will be e-mailed closer to the meeting.

The LPV area will be set in numbered stations scattered throughout. There will be approximately 8-10 stations and each doctor will be assigned to a station. You will be listed in the Abstract Book along with the type of case(s) and surgical technique(s) you have provided Victoria. At each station there will be a chair for each of your patients, a poster board, and a comb.

Poster of Patient(s)

We ask that you prepare a poster of each patient to place on the poster board. It should include before photos, intermediate photos, and any relevant information about the patient/case. There will be white poster board and tape at the registration desk that you may use to prepare your poster.

No Formal Rotation

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

Photos and Videos Prohibited

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

BREAKFAST WITH THE EXPERTS FACULTY –

The Breakfast with the Experts session will take place Saturday/July 25, from 8:00am-8:50am. There is one faculty "expert" assigned to each round table with a specified topic. Faculty names and topics will be posted on table stanchions on each table. The session will take place in foyer outside the General Session room at round banquet tables. Experts should be seated with their breakfast at their assigned tables by 8:00am. There is no special sign-up for this session by attendees. Attendees may sit at any table they wish. The expert should lead discussion and answer questions around their assigned topic.

POSTER FACULTY –

Poster Information and Guidelines

Poster boards will be numbered and will correspond to the Abstract Book. Poster numbers will be e-mailed approximately 2-3 weeks prior to the meeting. Posters must be set-up on Wednesday/July 22, between 12:00pm-5:30pm, and/or on Thursday/July 23, between 8:00am-9:00am. They should be dismantled on Saturday/July 25, at 12:00pm.

There will be a **Poster Inquiry Session** on Saturday/July 25, during the morning break. During this session poster presenters should stand by their posters so they may answer questions from attendees. In addition, each poster should include a photo of the presenting author and brief biography.

See the [Poster Presenter Information and Guidelines](#) at the end of this document for further detailed instructions.

ADVANCED REVIEW COURSE FACULTY –

The **Advanced Review Course** is scheduled to take place Wednesday/July 22, 12:00pm-4:00pm. **Lunch will not be provided.** You should eat prior to coming to the course. You should arrive in your designated course room 20 minutes prior to the start.

Coordination

The Advanced Review Course Co-Chairs will coordinate the faculty, outline, teaching method, and handout book. The Course Chairs are responsible to make sure the learning objectives are met.

Handout Book Deadline

The Course Chairs will coordinate the handout book among the faculty. Faculty should e-mail their handout and PowerPoint slides (to be printed 6 per page in the handout) to the designated Course Chair. The Course Chair will e-mail the final, compiled handout book for duplication to Victoria Ceh by May 27, 2009.

Basics Lecture Series CD-ROM

Registrants of the Advanced Review Course will receive a link to the handout PDFs (PowerPoint slides) of the Basics Lecture Series CD-ROM prior to the meeting. At the meeting the registrants will receive the actual CDs.

Signed Form from Patient

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

Questions specific to your role/presentation should be directed to: Advanced Review Course Co-Chairs: Paul McAndrews, MD (doctor@hairgrowthdoctor.com) or Sungjoo Tommy Hwang, MD, PhD (tommyhairdoctor@yahoo.com).

SURGICAL ASSISTANTS PROGRAM FACULTY –

The **Surgical Assistants Program** is scheduled as a half-day program to take place Wednesday/July 22, 10:00am-2:15pm. There will be a light sandwich buffet luncheon. You should arrive in your designated course room 20 minutes prior to the start. The faculty serving as Station Leaders for the afternoon small group stations should attend a Station Leader meeting and to set-up stations at 9:00am on this day.

Coordination

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

Handouts Deadline

The Surgical Assistants Chair will coordinate the handouts among the faculty. Faculty should e-mail their handout and PowerPoint slides (to be printed 6 per page in the handout) to the Surgical Assistants Chair. The Chair will e-mail the final, compiled handouts for duplication to Victoria Ceh by May 27, 2009. The morning lectures program will have one handout, and each station will have a handout. In addition, there will be a separate Workbook PDF for those who attend the Surgical Assistants Program. The link will be emailed to faculty and attendees.

Signed Form from Patient

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

Questions specific to your role/presentation should be directed to: Surgical Assistants Chair: Tina Lardner (TLardner@aol.com).

A/V INFORMATION FOR SPEAKERS

These audiovisual details apply to:

- General Session speakers
- Surgical Assistants Program
- Advanced Review Course

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

Note: There will not be equipment for 35mm slides.

- CD-ROM
- DVD-ROM
- USB Storage Device
- Compact Flash Card
- Multi-Media Card
- SD Card
- A Laptop (additional time will be required for data transfer)

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

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

Each meeting room will be operated by A/V staff that will assist in starting each presentation. Once the presentation is launched, you will control the program 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. There will not be a keyboard at the podium.

The computers in the presentation rooms will be Microsoft Windows-based computers with Microsoft PowerPoint (**Office 2007** version) installed. PowerPoint (.ppt or .pptx) is the required program for all users. [Please note that Internet access will **not** be available during your presentation or in the Speaker Ready Room.]

Speaker Ready Room: Check in required for all presenters

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

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

Location: RAI Convention Centre, Forum Congress Centre, Room: **Board Room – Forum**

Hours:	Tuesday/July 21	1:30pm – 4:30pm
	Wednesday/July 22	8:00am – 5:30pm
	Thursday/July 23	8:00am – 5:30pm
	Friday/July 24	8:00am – 5:30pm
	Saturday/July 25	8:00am – 2:30pm
	Sunday/July 26	8:30am – 11:30am

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

Guidelines for preparing PowerPoint™ Presentations

The recommended video formats are MPEG1 (.mpg) or Windows Media Video (.wmv). **If your presentation contains video files, it is very important that they are tested in the Speaker Ready Room as early as possible. If your video fails to display properly on the provided machines, it can take hours to fix it in some cases.** AVI (.avi) files will also be accepted. However, there is no guarantee for CODEC [video COmpressor DECompressor] compatibility. Apple QuickTime movies (.mov) are not compatible with PC PowerPoint and must be converted to function properly. If submitting a video file, please have it reside in the same directory as the PowerPoint file when creating the presentation. Video files are not embedded into PowerPoint and must be submitted.

Pack and Go (Office '97 + XP) & Package for CD (Office '03 + '07 & Mac OS X only)

The "pack and go" / "package for CD" feature of PowerPoint may be useful if there are video or sound files associated with the presentation. PC "pack and go" users will create two files, which will contain all the video and sound files, which can then be unpacked in the Speaker Ready Room. PC package for CD and Mac users can create a folder with all the associated files.

A note to Apple Macintosh users:

Mac users should not use "drag-and-drop" to insert pictures and video files. Most problems, such as the infamous "red x" are the result of this. Using the "INSERT" command from the menu will virtually eliminate these issues. The PowerPoint file must have the .ppt or .pptx suffix to be accepted. As noted above, QuickTime movies (.MOV) must be converted to a PC compatible format before submission. A/V staff will be available to assist with conversion in the speaker ready room.

Before You Leave:

Save your files to a memory stick or CD-ROM. If you create a CD make sure you close or finalize your session. If this step is not accomplished you cannot access the CD from any computer. Label your media with your name, date and time of your presentation and what part of the meeting (General Session, Workshop, Board Review Course, Surgical Assistants Program, or Lunch Symposium).

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

For technical questions please contact: Ed Berru at eberru@ets-av.com.

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

Don't forget:

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

Thank you! See you at the meeting.

POSTER PRESENTATION INFORMATION & GUIDELINES

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

Judging of Poster Presentations

A committee of peers will judge the posters and awards will be given.

Exhibit Hours

Poster presentations should be set up on Wednesday/July 22, 2009, between 12:00PM-5:30PM and/or on Thursday/July 23, 2009, between 8:00AM-9:00AM. The entire poster exhibit program will be open during the following hours:

Thursday/July 23	8:00am-5:30pm
Friday/July 24	8:00am-5:30pm
Saturday/July 25	8:00am-12:00pm

A **poster inquiry session** will be held during the morning break on Saturday/July 25. During this session poster presenters should stand by their poster so they may answer questions from attendees.

Posters should be disassembled at 12:00pm on Saturday/July 25. Posters remaining at the conclusion of the Annual Meeting will be discarded.

Identification of Signs

The poster boards will be labeled with numeric identifying signs. The numeric sign will indicate where you will hang your poster, as well as correspond with the program book. Title of the presentation and authors will not be included as part of the identification sign. **Poster numbers will be assigned 2-3 weeks prior to the meeting.**

Each poster should include a photo of the presenting author and brief biography.

Suggestions on Design

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

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

- ✓ Hypothesis or Objective
- ✓ Methods
- ✓ Results or Outcomes

A sample arrangement of a poster presentation is illustrated on the next page.

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

Poster Presentation Production Guidelines

- ✓ The size of a poster display area is 147cm width x 97cm height. This is 4.8ft x 3.18 ft. (Note: This is a smaller size than usual for our meeting.)
- ✓ Display area surface is covered in frontrunner fabric, and you must use push pins/tacks to adhere your poster (you must supply your own).
- ✓ No other furniture, freestanding equipment, etc. is allowed in the poster presentation area.

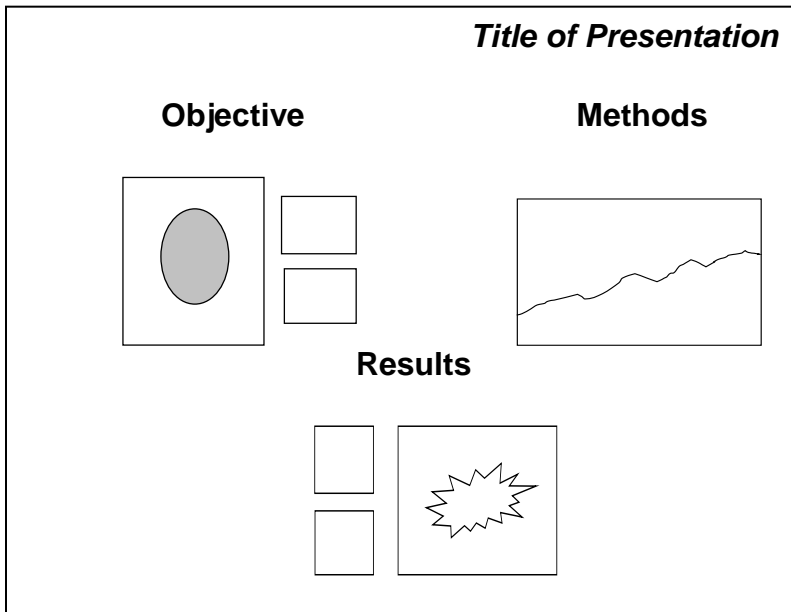
Readability of Poster Presentations

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

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

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

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



Sponsorship or Funding

Sponsorship or funding by a commercial enterprise must be noted in the lower right hand corner of the exhibit. Failure to do so will result in the exhibit being taken down. Posters will be monitored for this at the meeting.

Selling/Order Taking

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

Disclosure

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.

Responsibility for Damage and Loss

The International Society of Hair Restoration Surgery and the Hotel will not be responsible for damage, destruction, loss or theft of exhibits or property used in connection therewith, however caused, nor for goods sent to the building prior to or remaining after the exhibits have closed.

The poster presenter agrees to the above and will present no claims to the International Society of Hair Restoration Surgery or the Hotel.

Avoidance of Commercialism

Any poster presentation exhibit, the cost of which is underwritten to any extent by a pharmaceutical company or other commercial enterprise, **must avoid commercialism.** NO TRADE NAMES SHOULD BE USED FOR DRUGS, SURGICAL TECHNIQUES, DEVICES AND/OR INSTRUMENTATION INCLUDING LASERS. In addition, such an exhibit should include a clear but inconspicuous acknowledgment stating that a portion of its cost was underwritten and identifying the particular commercial company involved. 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.

PLEASE RETAIN THIS INFORMATION FOR YOUR RECORDS.

Failure to adhere to the above guidelines will result in the exhibit being taken down.

International Society of Hair Restoration Surgery
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