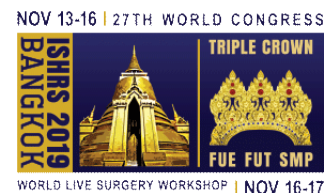


IMPORTANT INFORMATION FOR FACULTY



Version August 27, 2019

FOR ALL FACULTY:

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 oral presentation, poster presentation, workshop presentation, moderator role, panelist, etc.).

Learning Objectives

The ISHRS adheres to the principles and guidelines of the Accreditation Council for Continuing Medical Education (ACCME). As such, we have made the choice to meet the ACCME's expectations for our practice of continuing medical education, which we believe will provide CME of the highest standard. Your talk was deliberately placed in the session to which it has been assigned to help fulfill the predetermined learning objectives for that session. See the **2019 Learning Objectives** listed in the meeting program and carefully review the objectives for your session.

Speakers' Disclosures of Relevant Financial Relationships

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

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

Regardless of whether you have anything to disclose, ALL PRESENTERS are required to have a disclosure slide as their 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**

No Audience Taking Photos or Videos

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

VIDEO, PHOTOGRAPHY & AUDIO RECORDING POLICY

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

No Political or Religious Commentary; No Plagiarism

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

No Logos in Presentations

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

Audio-Visual (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.

Register for the Meeting

All faculty must register and pay the required registrations fees for the meeting, as well as transportation and accommodation costs. The only exceptions are for certain non-member, invited featured guest speakers. To register go to: <https://27thannual.org/>

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

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

Audience

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

Workshops and courses should be taught at the level indicated.

Attendees will be culturally diverse, with many countries represented, 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 create a video presentation with voiceover.

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.

Simultaneous interpretation from English-to-Mandarin will be offered in the General Sessions on Thursday, Friday, Saturday, as well as during the two workshops that are held in the General Session room on Friday.

Before & After Photos

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

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

<https://27thannual.org/faculty-info/>

Questions? Contact:

Melanie Stancampiano, Program Manager,
mstacampiano@ishrs.org

Victoria Ceh, MPA, Executive Director and CME Director,
vceh@ishrs.org

International Society of Hair Restoration Surgery
303 West State Street, Geneva, IL 60134 USA
Phone: 1-630-262-5399; U.S. Domestic Tollfree: 1-800-444-2737;
Fax: 1-630-262-1520; E-mail: info@ishrs.org;
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 September 30, 2019. Upload it to the Catalyst abstract system. It will be printed as 6 slides per page. Slides which are not submitted in PowerPoint format (ending with .ppt or .pptx) or submitted after the deadline may not be included in the Abstract book.

Check-in with your Moderator

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

When to Mount the Stage and Podium

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

Time Allotment/Timer System

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

Green = Speak

Yellow = Summarize (60 seconds remaining)

Red = STOP!

Audiovisual

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

Create your PowerPoint in 16:9 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)".

SURGICAL VIDEOS –

The authors of surgical videos will stand at the podium while their video plays. For sessions with multiple videos, the videos will play one after another when applicable. At the conclusion of the presentations there will be a discussion and audience Q&A led by the moderator.

Audiovisual

All video presenters are required to present in **video formats**. You must preload your presentation in the Speaker Ready Room a **minimum of one hour prior to your presentation, preferable the day before**. General Session **content will be displayed in High Definition this year**. [See the AV Information further in this document for detailed instructions](#).

Preferred formats:

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

MODERATORS IN THE G.S. –

See separate handout. Moderators have additional responsibilities.

LIVE PATIENT VIEWING (LPV) FACULTY –

The LPV will take place on Thursday afternoon, 12:00PM-1:15PM. The chair of the LPV is Ratchathorn Panchaprateep, MD, FISHRS and the co-chair is Glenn M. Charles, DO, FISHRS.

Provide the following information to Melanie Stancampiano (mstancampiano@ishrs.org), Dr. Panchaprateep (rpanchaprteep@gmail.com) and Dr. Charles (drqmc@charleshair.com) by October 1, 2019:

- 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 Bangkok 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.

How the Session Will Run

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

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

The LPV area will be set in numbered stations scattered throughout and each doctor will be assigned to a station. You will be listed in the 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.

Poster of Patient(s)

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

No Formal Rotation

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

Photos and Videos Prohibited

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

DISCUSSION TABLE TOPICS –

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

Discussion tables will take place on Friday/November 15 from 7:30AM-8:30AM. Round banquet tables will be set-up in the designated room. Each table will be labeled with a topic and the table leaders' names. Prior to your session, you should get your coffee and then sit at the table with your name and topic. Please be seated at your table by the designated start time.

POSTER FACULTY –

Posters will be presented in electronic format this year. There will be no paper posters. All e-poster files must be submitted by September 30, 2019.

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

WORKSHOP FACULTY –

On Friday/November 15, 2019, from 12:30PM-2:00PM and 2:45PM-4:15PM, multiple workshops will be offered, included in each attendee's registration cost.

Coordination

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

Workshop Handout Deadline

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

Disclosures of 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 moderator of your session or workshop director 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.

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 AV Information further on in this document for detailed instructions.](#)

Other

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

The maximum number of seats in each workshop varies and is usually around 80. The workshops slotted for the general session have 600 seats. Your workshop should be taught at the level to which it has been assigned.

BASICS COURSE, ADVANCED/BOARD REVIEW COURSE, WLSW PRE-COURSE, and SURGICAL ASSISTANTS PROGRAM–

The **Basics Course** is scheduled to take place Wednesday/November 13, 2019, 8:00AM-5:30PM. Lunch will be provided for students and faculty. **Basics Course Faculty** should arrive to the Basics Course lab room at approximate 7:00AM on Wednesday/November 13, 2019, to review the stations and expectations with the chair.

The **Advanced/Board Review Course** is scheduled to take place Wednesday/November 13, 2019, 8:00AM-5:30PM. You should arrive in your designated course room 20 minutes prior to the start. Lunch will be provided for students and faculty.

There will be a half day **World Live Surgery Workshop Pre-Course** for those who purchase a ticket to the World Live Surgery Workshop, scheduled to take place Wednesday/November 13, 2019, from 12:45PM-5:00PM. You should arrive in your designated course room 20 minutes prior to the start of the course. Beverages will be provided for students and faculty. **You should eat lunch on your own prior to arrival.**

The **Surgical Assistants Program** is scheduled as a half-day program on Wednesday/November 13, 2019, 8:00AM-12:00PM. Beverages will be provided for students and faculty. You should arrive in your designated program room 20 minutes prior to the start. Lunch will not be provided.

Coordination

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

Handout Deadline

The Course Chair will coordinate the PDF handout 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 upload to Melanie Stancampiano.

Online Basics Lecture Series

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

Surgical Assistants Resources Manual PDF

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

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.

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 in high definition (16:9).** See the **AV Information** further on in this document for detailed instructions.

Questions should be directed to:

--Basics Course Chair and Co-Chairs: Humayun Mohmand, MD, FISHRS, humayunmohmand@hotmail.com, Steven P. Gabel, MD, FISHRS, drqabel@gabelcenter.com, and Ricardo Lemos, MD, ricardolemos@ricardolemos.med.br

--Advanced/Board Review Course Chair and Co-Chair: Daniel G. McGrath, DO, drdan@mcgrathmedical.com and Jerzy Kolasinski, MD, PhD, colas@klinikakolasinski.pl

--Workshops Director: Bradley R. Wolf, MD, FISHRS, wolf@wolffhair.com

--Surgical Assistants Chair: Marwan Nouredin, MD, marwannouredin@hotmail.com

M&M FACULTY –

The M&M Conference will take place on Friday/November 15, 2019, 6:00PM-8:30PM in the Corundum room on the 3rd level of the Shangri-La Bangkok Hotel. Dinner is provided.

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

Disclosures of 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 chair of your session will review your presentation content.

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 in high definition (16:9).** See the **AV Information** further on in this document for detailed instructions.

Other

You should arrive to the course room at the conclusion of the General Sessions, promptly at 6:00PM.

A/V INFORMATION FOR SPEAKERS

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

Create your PowerPoint in 16:9 format. This is the high definition format. This is done within PowerPoint 2010 version by going to the Design tab, selecting Page Setup, go to "Slides sized option" and choose "On-screen Show (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**. All meeting rooms will have presentation computers, so please bring your presentation directly to the Speaker Ready Room on any of the following mediums listed below. You may not bring your laptop to the podium.

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

Checking in at the Speaker Ready Room is the single most important action you will take to ensure that your presentation functions properly. All speakers are required to check into the Speaker Ready Room. It is preferable that this is done **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 assist in starting each presentation. Once the presentation is launched, you will control your presentation from the podium using a standard computer mouse. The left button will advance the slides and start movies. The right button will reverse the slide. The mouse can act as a pointer or you may use the provided laser pointer that will be located at the lectern.

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

- PC – Windows 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 assume that you are either not at the meeting or have chosen to forfeit your time slot.**

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

Speaker Ready Location: Ante Room, Lobby Level (Level 2)

Hours:	Tuesday/November 12	3:00PM-8:00PM
	Wednesday/November 13	6:30AM-6:00PM
	Thursday/November 14	7:30AM-6:00PM
	Friday/November 15	8:15AM-6:15PM
	Saturday/November 16	7:30AM-3:00PM

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

Guidelines for preparing PowerPoint™ Presentations

Create your PowerPoint in 16:9 format. This is the high definition format. This is done within PowerPoint 2010 version by going to 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.

Before You Leave:

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

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

For technical questions please contact: Richard Greer @ rgreer@ets-av.com

For general questions you may also contact Richard Greer at the above email address.

Don't forget:

Pre-load in the Speaker Ready Room at least one hour prior to your presentation.

Thank you! See you at the meeting.

E-POSTERS: GUIDELINES

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

Posters will be presented displayed in electronic format only on large monitors. In addition, a PDF compilation will be available to attendees for download.

Guidelines

- o Must use Microsoft PowerPoint, 16:9 aspect ratio.
- o Use one of the PowerPoint e-poster templates available on the congress website: <https://27thannual.org/faculty-info/>
- o Only include text and static images. **No video or animation may be included. No slide builds. Only 1 slide.** Note: We will be converting your 1 slide to a PDF for the compilation.
- o We suggest 40 point font as the minimum font size you should use on your e-poster. (any smaller and people will not be able to read it)
- o When saving your file, be sure to embed the font version. This is done by going to: Tools/ Save Options/ Embed Fonts in File/ Embed All Characters
- o Each poster should include a photo of the presenting author and author title/affiliation and location.
- o Submission deadline: September 30, 2019
- o E-posters will not be accepted onsite.

Onsite

- o Large monitors will be available for attendees to view e-posters.
- o E-posters will also be able to be viewed on the congress website (as a PDF compilation) via a link sent to attendees.

No Logos

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

Avoidance of Commercialism

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

Disclosure of Off-Label Usage

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

Disclosure of Relevant Financial Relationships

All authors must include disclosures on their posters.

Selling/Order Taking

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

Poster Monitor Viewing Hours

Thursday/Nov. 14	7:30AM-8:00PM
Friday/Nov. 15	8:15AM-6:15PM
Saturday/Nov. 16	7:30AM-12:30PM

E-posters will also be able to be viewed on the congress website via a link sent to attendees.

Judging of Poster Presentations

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

PLEASE RETAIN THIS INFORMATION FOR YOUR RECORDS.

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