

IMPORTANT INFORMATION FOR PRESENTERS



ver. March 21, 2018; revised May 3, 2018

General

Register for the Meeting

All faculty must register and pay the required registrations fees for the meeting, as well as transportation and accommodation costs. To register go to: <http://www.2018ahrs.org/>. Don't forget to make your own hotel and airline reservations.

Audience

We are anticipating 200+ physicians and scientists in attendance with varying degrees of knowledge and experience in hair research. Attendees will be culturally diverse, with several countries represented. **You should speak clearly and slowly**, so all attendees can understand and benefit from your talk.

Official Language

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.

OASIS – Online Abstract System

AHRS 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., oral presentation, poster presentation, session director, invited speaker, panelist, etc.).

Speakers' Disclosures of Conflict of Interest

The AHRS 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 their presentation or session.

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) or on their poster.

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**

First Thing On-Site (Meeting Registration)

Please check in at our AHRS Summit Registration Desk at the Rosen Shingle Creek Resort (9939 Universal Boulevard), in the Panzacola Ballroom Foyer, located on the Lower Level of the hotel, to pick up your registration packet and badge.

Audio-Visual (A/V)

Presenters are required to present in **PowerPoint format, 16:9 aspect ratio**. You must preload your presentation in the Speaker Ready Room **the day prior to your presentation (preferred)** or at least 3 hours in advance of your session.

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. Once you have reviewed and verified your presentation, it will remain on the server.

The 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.

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

- PC – Windows 7 Professional
- PC – Microsoft PowerPoint (Office 2010)
- Mac – OS X (Lion)
- Mac – Microsoft PowerPoint (Office 2011)
- Mac – Apple Keynote (iWork '09)

The recommended video formats are:

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

Speaker Ready Room: Check in required for all presenters

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 by 3 hours prior to the start of the 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, your session, and the title of your presentation.

Speaker Ready Room: ~~Suwannee 21~~ Panzacola Ballroom foyer

Hours: Monday/May 14 1:00PM-8:00PM
Tuesday/May 15 7:00AM-5:30PM
Wednesday/May 16 7:30AM-12:30PM

General Session Room
Panzacola Ballroom F-4/3

When to Mount the Stage and Approach the Podium

You should mount the stage at the beginning of your assigned session. Follow the lead of your session chairs. All presenters in a session will be seated at the head table for the duration of that session. This way you can easily approach the podium when it is your turn. The meeting is run on an extremely tight schedule, so don't be late!

The only exception is the "Come See My Poster Session". For this session, the presenters are to prepare a one minute, one slide presentation. All presenters will line up on stage in order and sequentially give their presentation at the podium, and then exit the stage.

Time Allotment/Timer System

You must keep within the time allotment indicated in the program. There will be a timer at the podium that is set when your presentation is to begin. It will be set for your full time (lecture + Q&A). **See the Final Program Book for your scheduled time.**

When the light is green it means you should speak. When you have 30 seconds remaining for your lecture portion, the Session Chair will show you a "30 SECONDS LEFT" card. When your time is up, the Session Chair will show you a "TIME IS UP" card.

When you finished lecturing, you will move straight into Q&A, if your presentation slot allots for it.

When your total time is near over and 60 seconds remain, the light will turn yellow. When your full time is over, then the light will turn red.

Green = Speak

Yellow = 60 seconds remaining

Red = Your full presentation time is over

Come See My Poster Presentations

The Come See My Poster Session takes place on Monday/May 14, from 6:40PM-7:00PM in the General Session room, and is immediately followed by a poster session in the Exhibits & Poster room next door.

Presenters are to prepare 1 slide, using the provided template, and a 1 minute presentation about their poster.

Presenters must upload the slide at our Speaker Ready Desk on Monday/May 14, beginning at 1:00PM. The slide should be uploaded no later than 5:30PM.

Presenters should gather on the floor in front of the stage immediately when the previous session to Come See My Poster concludes. Presenters should line-up in the same order as in the Final Program Guide. All presenters will stand in a line on the stage, present one after another at the podium, and then dismount the stage as soon as they are finished. The presenter will then return to their seat in the audience.

Poster Presentation Information & Guidelines

Poster Information and Guidelines

Poster boards will be numbered and will correspond to the Final Program Guide. Poster numbers will be e-mailed approximately 2 weeks prior to the meeting. Posters must be set-up on Monday/May 14, between 2:00PM-3:00PM. They should be dismantled on Tuesday/May 15, between 7:00PM-7:30PM. Any posters remaining will be discarded.

There will be **Poster Sessions** on Monday/May 14, from 7:00PM-8:30PM and Tuesday/May 15, from 5:45PM-7:00PM. During these sessions poster presenters should stand near their posters so they may answer questions from attendees. In addition, each poster should include a photo of the presenting author and brief biography.

Poster Presentation Production Guidelines

- The size of a poster display area is 4' x 4' (1.2m x 1.2m).
- You must use push pins/tacks to adhere your poster. **We will have some push pins, but it best to bring your own.**
- No other furniture, freestanding equipment, etc. is allowed in the poster presentation area.

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

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 Conflict of Interest

All authors must include COI disclosures on their posters.

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 weeks prior to the meeting.**

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.

Avoidance of Commercialism

All poster presentations **must avoid commercialism**. NO TRADE NAMES SHOULD BE USED FOR DRUGS, 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.

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**.

Responsibility for Damage and Loss

The (North) American Hair Research Society 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 (North) American Hair Research Society or the Hotel.

Questions? Contact:

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