

IMPORTANT INFORMATION FOR FACULTY

Version July 22, 2026



FOR ALL FACULTY:

Rio World Congress Details

Cadmium – Online Abstract System

The ISHRS utilizes Cadmium systems to collect speaker information and abstracts. Each faculty member is required to complete a record and tasks in Cadmium for each of their roles/presentations at the meeting (e.g., General Session presentations, Focused Session presentations, CSI presentations, Surgical Assistant Program presentations, moderator role, panelist, etc.).

Faculty Attire

All faculty are asked to wear professional/business attire for the live meeting and recorded CSI presentations.

No Political or Religious Commentary; No Plagiarism

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

No Logos in Presentations

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

Audience Photos or Videos

- The ISHRS Board of Governors amended the photo and video policy to allow attendees to take photographs during our World Congress, however video recording is still prohibited. **Presenters should be aware that this meeting has online components and practice extra due diligence with content and patient photos.** Below is the Video, Photography and Audio Recording Policy for your reference:

PHOTOGRAPHY & VIDEO RECORDING POLICY

Photo Policy:

Conference attendees may take photographs during oral or poster presentations provided that the photographs are strictly for personal, noncommercial use, and not disruptive to the speaker or other learners.

Video Policy:

No video recording allowed.

Recorded Meeting Access

The General Sessions, Focused Sessions, and Surgical Assistants Program will be recorded and made available for registered physician attendees to view from November 3, 2026 to February 3, 2027. Those registered in non-physician categories will receive access to Surgical Assistant Program session recordings only.

The pre-courses, WISHRS luncheon, Newcomers Program, M&M Conference, and Live Patient Viewing are available to in-person meeting attendees only. These sessions will not be recorded.

Register for the Meeting

All faculty must register and pay the required registrations fees for the meeting. The only exceptions are for certain non-member, invited featured guest speakers. To register go to: <https://34thannual.org/register/>

All oral presentations are to be given live in Rio, there will not be pre-recorded presentations this year.

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

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

Audio-Visual (A/V)

All presenters are required to present in **PowerPoint or MP4 video formats**. English subtitles on your presentation are strongly encouraged. 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 present a video and may also choose to create a poster/PDF presentation if they like. An PDF of the poster must be uploaded by the stated deadline and a print copy displayed in Rio. Those who opt to also create a video must upload their pre-recorded presentations by the deadline.

- CSI Presentation materials must be uploaded to Cadmium by **September 7, 2026**.

All oral presentations (General sessions, Surgical Assistants Program, Focused Sessions, M&M Conference) are required to present live from the podium in Rio. Pre-recorded presentations will not be accepted. If a speaker wishes to include video in their presentation they may do so, but should be live at the podium in Rio.

- Presentations for General Session and Surgical Assistant presentations must be uploaded to Cadmium for content review by **September 14, 2026**.

Creating an Optimal Learning Environment

Learning Objectives

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

Continuing Medical Education (CME):

The meeting is not sanctioned for CME PRA Category 1 Credits. However, the meeting will comply as much as possible with the policies and best practices of the Accreditation Council for Continuing Medical Education. All individuals in a position to control the content of the activity, including speakers and authors, moderators, and planning committee members, will properly disclose all financial relationships with ineligible companies.

Speakers' Disclosures of Relevant Financial Relationships

The ISHRS has implemented a process where everyone who is in a position to control the content of an educational activity has disclosed to us all financial relationships with ineligible companies. In addition, should it be determined that a conflict of interest exists as a result of a financial relationship you may have, this will need to be resolved prior to the activity.

If you report a financial relationship with an ineligible company during the submission of your abstract, completion of your record, or annual renewal process, you will be required to submit a copy of your slides or presentation summary for full content review by the COI Review Team. We will respond to you regarding our findings and how we intend to resolve the conflict of interest. If you report no financial relationships with ineligible companies, then there is no conflict of interest and nothing to resolve. If you report no relevant financial relationships, only the moderator or director of the session in which you are presenting will review your presentation content prior to the congress.

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

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

DISCLOSURES:

Speaker has no financial relationships with ineligible companies to disclose.

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

DISCLOSURES:

**Company XYZ
- Advisory Board**

**Company ABC
- Royalty**

Audience

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

We are expecting approximately 100 non-physicians to attend the **Surgical Assistants Program**. This audience will also have varying degrees of experience.

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. See additional information on language translation below.

Language

The official language of the meeting is English. If you do not have an adequate command of English, then we highly recommend that you present with a voiceover and include English subtitles when possible.

This year live translation will be offered for all oral presentations (in physician and non-physician education) using an AI-based program. Attendees will be able to read or listen to translations from English to more than 60 languages. Additional information on live translation can be found here:

<https://34thannual.org/live-translation/>.

AI-generated English subtitles will also be projected on all presentations that take place in the General Session room.

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.

ADDITIONAL INFORMATION SPECIFIC TO:

GENERAL SESSION FACULTY –

Create Your Presentation

Use the PowerPoint template provided to create your presentation or create a video presentation in MP4 format.

Submit a near final version of your talk for moderator review by **September 14, 2026**.

Presentation Submission Deadline

Submit a copy of your PowerPoint slides, including any video files, for content review/validation by your moderator by **September 14, 2026**. All files must be uploaded to Cadmium, following the prompts in the system. PowerPoint slides may be converted to PDF as 6 slides per page and shared on the congress mobile app and corresponding website, and/or abstract book. Content not submitted on time may not be presented during the ISHRS 34th World Congress - Rio.

Moderators

Moderators should prepare introductory remarks and slides using the provided template. Moderators will be contacted separately with further details and instructions on their additional responsibilities.

Check-in with your Moderator

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

During the Session

You should mount the stage at the beginning of the presentation section your assigned session. Follow the lead of your moderator. The detailed session outline, including speaker order, will be found in the Final Program Guide. Each session may have polls, panel discussion, Q&A time, etc. and this will dictate the exact times you are asked to sit on the stage. It is unlikely you will sit on the stage for the entire session.

All presenters in a session will be seated at the head table for the duration of that session, not including the panel discussion. This way you can easily come to the podium when it is your turn. All faculty should plan to participate during the applicable Q&A period and then dismount the stage prior to the start of the discussion panel when applicable.

The meeting is run on an extremely tight schedule, so don't be late!

Time Allotment/Timer System

You must keep within the time allotment indicated on your speaker notification e-mail. From the podium there will be a screen with a timer that is set when your presentation is to begin. The clock will countdown your allotted time and flash when your time is out. Our meeting is run on a precise schedule so when your time runs out your presentation will be stopped. **We do not want an embarrassing situation, so please do not go over your time limit.**

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, Bora Bora 5, **the day prior to your presentation**.

See the **A/V Information** further in this document for detailed instructions.

FOCUSED SESSION FACULTY AND MODERATORS–

Focused Sessions will be presented in two banks on Friday, one in the morning and one in the afternoon. Attendees in Rio may choose which Focused Session they would like to attend in real time, and seats will be filled on a first-come, first-served basis. Focused Sessions are only open to Physician registration categories.

Focused Sessions will be recorded and made available for registered physicians to view in the recorded version of the meeting, beginning November 3, 2026.

Coordination

Each Focused Session is being overseen by the Focused Session Chair, Vikram Jayaprakash, BM, FISHS on conjunction with the moderators of each session. Dr. Jayaprakash and the moderators have coordinated the faculty, outline, and teaching method and communicated this to the faculty. The moderator is responsible for making sure the learning objectives set for his/her session are met.

Disclosures of Relevant Financial Relationships

All Focused Session moderators and faculty will be required to complete a record in the Education Harvester, including their biography, a take home message and disclosures of any relevant financial relationships. **If you report a relevant financial relationship during the submission 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 Focused Session Chair and Moderator of your session will review your presentation content.

Presentation Submission Deadline

Focused Session presentation deadlines have been communicated to faculty from Dr. Jayaprakash and the moderators.

During the Session

Follow the lead of your moderator during the session. The timings of each presentation will be listed in the Final Program Guide. The moderator 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 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 Focused Session will be between 100-600 seats. Your Focused Session 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 during lunch, from 12:30PM-1:20PM in Oceania 8-9-10 ballrooms in the Windsor Convention Center – Oceanico Wing. The co-chairs of the LPV are Otavio Boaventura, MD and Francisco Le Voci, MD.

Please see the separate handout regarding Live Patient Viewing details to share with your patient.

Provide the following information to Melanie Stancampiano (mstancampiano@ishrs.org), Dr. Boaventura (otalima2@gmail.com) and Dr. Le Voci (flevoci@terra.com.br) by August 21, 2026:

- 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 Rio 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 it to the ISHRS HQ: info@ishrs.org.

Information for Patients

Patients are not allowed in the General Session. They are only allowed in the Live Patient Viewing area. Please speak to your patient(s) about this. The 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 Tiergarten I/II/III and each doctor will have an assigned area. If your information is received in time, you will be listed in the program book along with the type of case(s) and surgical technique(s) you have provided to Ms. Melanie Stancampiano. At each table there will be a chair, easel and posterboard, and comb for each of your patients.

Poster of Patient(s)

After sending in all details, Ms. Maureen Schambach will work with you to design a poster for each patient. The poster should include before photos, intermediate photos, and any relevant information about the patient/case using the template we provide. At each station there will be an easel with your prepared poster, a high top table with a comb, mirror, and flashlight, and a chair for the patient.

No Formal Rotation

There will not be a formal rotation. Rather attendees will move between live patient viewing and discussion tables throughout the 1-hour session. Please be aware that all interested participants will want an opportunity to move in close to see each of your patients.

Photos and Videos Prohibited

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

DISCUSSION TABLE TOPICS (Meet the Experts) –

One Meet the Experts discussion table session will be held each day on Thursday, Friday, and Saturday. These sessions are open to all physician 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, 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 at the round banquet tables in the General Session room (Asia 2 & 3). Each table will be labeled with a topic and the table leaders' names. Prior to the session you should get your coffee and then sit at the table with your name and topic. Please be seated at your table by the designated start time.

Discuss tables will take place on the following dates/times:

Thursday/October 15 – 3:35PM-4:35PM

Friday/October 16 – 3:30PM-4:20PM

Saturday/October 17 – 7:45AM-8:45AM

M&M FACULTY –

The M&M Conference will take place on Friday/October 18, 2026, 6:00PM-8:00PM in the Oceania 2 ballroom at the Windsor Convention Center – Oceanico Wing. Dinner is included in the ticket price. M&M chairs & faculty are offered a complimentary ticket to the session.

The M&M Conference Chair and Co-Chair 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 physician category attendees and will not be recorded. There will be live discussion on each case presented.

Audiovisual

All presenters are required to present in **PowerPoint or video formats**. You must preload your presentation in the Speaker Ready Room a minimum of one hour prior to your presentation. [See the A/V Information further on in this document for detailed instructions.](#)

Other

Faculty should be in the room by 5:50PM to be prepared for the start of the M&M Conference.

CSI Presentation Guidelines

What is a CSI Presentation?

"CSI" stands for "cases, studies, and innovations", and this presentation format was introduced at the 2020 Virtual World Congress. These presentations are selected from submitted abstracts on various topics. **This year we will be presenting CSI as interactive digital presentations. Each CSI presenter is required to submit a 60-90 second video presentation.**

In addition, CSI presenters have the opportunity to prepare a PPT or PDF document to supplement the video.

The videos will be displayed on large monitors throughout the meeting space in Rio. They will also be available in the congress mobile app and on the recorded meeting website, together with your poster file if you submit one. The poster file will only be viewable in the congress app, not on the screens in Rio. Attendees may view the CSI presentations at their leisure once the platform opens on Oct. 6, 2026.

Important: the monitors in Rio play every video without sound. Attendees will see your video but they will not hear it. Show your main points on screen as text, or add subtitles to your video, so that your message is clear without audio. Viewers who watch in the congress app or on the website will hear the sound normally.

In these guidelines the word "poster" means a digital file that attendees read on a screen. You **do not print a poster** and you do not bring a printed poster board to Rio. All presentations will be DIGITAL ONLY in 2026.

The monitors in Rio will show only the files you upload to Cadmium. You will NOT be able to change or replace your file after you arrive in Rio, so please check your files carefully before you upload them.

Upload requirements for CSI digital presentations: (Every CSI presenter must upload these three items to Cadmium, the online submission site that ISHRS uses: <https://www.conferenceharvester.com/harvester2/login.asp?EventKey=VSDCHQFZ>)

o **Submission deadline: September 7, 2026**

1. **Headshot Photo** (a portrait photograph of your face in JPEG format)
2. **Video Presentation using the following Guidelines:**
 - o Length: between 60 and 90 seconds.
 - o Filmed in portrait format, meaning the picture is taller than it is wide. It would then be oriented similarly to that of the standard smart phone.
 - o The video may be a surgical video, or you speaking with slides. Both are accepted.
 - o The monitors in Rio play videos with no sound, so add subtitles or put your main points on screen as text.
 - o File format: MP4 video, H.264 codec, 1920 x 1080 pixels (Full HD). The maximum file size is 2G.
3. **Poster PDF or PPT using the following Guidelines (optional):**
 - o You may use the PowerPoint template that ISHRS provides. You may download the template here: <https://34thannual.org/faculty-information/>
 - o Or you may design your own poster layout.
 - o If you submit a PowerPoint file instead, you must embed the fonts. If you do not, your text may look wrong on our computers.
 - o In PowerPoint for Windows: File > Options > Save > tick "Embed fonts in the file" > choose "Embed all characters".
 - o In PowerPoint for Mac: PowerPoint > Preferences > Save > tick "Embed fonts in the file" > choose "Embed all characters".

No Logos

Logos are not allowed in your video, in your PowerPoint slides, or on your poster. This includes the logo of your clinic or practice, a company logo, and your own personal logo. There are only three exceptions. You may show a logo or a watermark: (1) on the first PowerPoint slide, (2) at the beginning of the poster, and (3) on your photographs.

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

Every author must disclose their relevant financial relationships. A financial relationship means money or another benefit that you or your co-authors receive from a company connected to the content of your presentation, for example consulting fees, speaker fees, research support, or shares in the company. If you have nothing to declare, say so. Put this disclosure in your video, and also in your poster if you submit one.

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 in Rio:

CSI Monitor Location

Windsor Convention Center – Oceanico Wing, Europa Room

CSI Hours

CSI Viewing:

Thursday/October 15	8:00AM-7:30PM
Friday/October 16	9:00AM-6:00PM
Saturday/October 17	8:30AM-3:15PM

CSI Inquiry Session:

Saturday/October 17 10:20AM-11:05AM

During the CSI Inquiry Session the presenters should stand by their presentation monitor so they may answer questions from attendees.

CSI Presentations will be viewable in the congress app and on the recorded meeting website for all registered physician attendees.

A/V INFORMATION FOR SPEAKERS IN RIO

All presenters of the 2026 World Congress are assumed to be presenting live and must upload their slides or video in the Speaker Ready Room (Bora Bora 5).

Speaker Ready Room Hours:

Bora Bora 5, Windsor Convention Center – Oceanico Wing

Tuesday/October 13 – 3:00PM-7:00PM

Wednesday/October 14 – 7:30AM-6:00PM

Thursday/October 15 – 7:00AM-6:00PM

Friday/October 16 – 7:30AM-6:15PM

Saturday/October 17 – 8:00AM-3:00PM

Guidelines for preparing PowerPoint Presentations

Create your PowerPoint in 16:9 format. This is the high-definition format. This is done within PowerPoint by going to the Design tab, selecting Slide Size, and choose “Widescreen (16:9)”.

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

Carefully check that all fonts are embedded and all video components play smoothly. Upon arriving in Rio please test your presentation again in the speaker ready room to assure all runs smoothly and as expected.

Guidelines for preparing video presentations

Prepare your video in landscape format either using PPT or a video tool of your choosing. When possible, we encourage non-native English speakers to use a voiceover on their videos. The audio visual team will be adding AI-generated English subtitles to all presentations in the General Session rooms. In other rooms speakers are encouraged to add English subtitles to their presentations.

Preferred video formats:

- PC - .MP4
- Mac – QuickTime H.264/AAC (.MOV)

The ISHRS requests that all presenters use **PowerPoint™ or video presentations for live presentations**. All speakers must upload in the Speaker Ready Room, bringing your presentation on a **USB/Thumb Drive**. You may not bring your laptop to the podium.

Checking in at the Speaker Ready Room is the single most important action you will take to ensure that your presentation functions properly if you plan to present live. All speakers are required to upload and review their presentation at the appropriate Speaker Ready Room in Rio. It is required that this is done **a minimum of 1 hour before the start of your session, preferably the day before**, to ensure compatibility with the computers being used at the conference, as laptops cannot be used in the meeting rooms.

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

Each meeting room will be operated by A/V staff that will play uploaded presentations and bring each presentation up on the screen. Speakers will advance the slides from the podium.

All computers in the Speaker Ready Room 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)

SUBMITTING YOUR SLIDES OR VIDEO

General Session, Surgical Assistant Program, and Focused Session faculty are required to submit a draft of their presentation for content review by **September 14, 2026**, in the Cadmium system. Additional instructions will be provided.

Before You Leave for Rio:

Save your files to a USB / Thumb Drive. 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.).

VIDEO RECORDING INSTRUCTIONS FOR CSI PRESENTERS

Best Practices for Video Presentation Recording

- Have a quiet location set for the recording time to minimize background noise
- If possible, have your computer plugged in with a hard-wired internet connection (Cat-5).
- Have light cast on you from the front or side. Do not be positioned in front of a window or light brighter than your front and sidelights.
- Plug your headset into your laptop or desktop computer. If your computer does not have a microphone, please attach an external microphone via USB or 3.5mm jack.
- Keep your microphone muted until you are ready to speak. Allow 10 seconds before speaking once unmuting yourself.
- Allow 3 seconds prior to speaking when switching slides.
- Ensure that the platform you are using can export the video in 1080p or higher to allow for post recording editing if needed.
- Depending on the program you are using, your camera may block a portion of the slide. Please review slide content prior to recording to ensure all content is in view.

IMPORTANT DEADLINES:

September 7: CSI Video Presentations (and PPT/PDF if included) uploaded for content review

**September 14: General Session, Focused Session, and Surgical Assistant Program
Presentations uploaded for content review**

**Pre-load in the Speaker Ready Room at least one hour prior to your presentation, preferably
one day prior. The earlier the better!**

Questions? Contact:

Melanie Stancampiano, Programs Director,
mstacampiano@ishrs.org

International Society of Hair Restoration Surgery
675 Tollage Road, Suite G, Elgin, IL 60123
Phone: +1-630-262-5399; E-mail: info@ishrs.org;
Website: <http://ISHRS.org>