

# IMPORTANT INFORMATION FOR PRESENTERS



ver. December 20, 2023

## FOR ALL PRESENTERS:

### Cadmium – Online Abstract System

The AHRS 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., Oral & Poster presentations, Session Chairs & Co-Chairs, etc.).

### 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 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 2<sup>nd</sup> slide (after the title slide). Posters must indicate disclosures as well.

*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 (AV)

All 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, with the exception of Saturday presentations which must pre-load Saturday morning**. [See the AV Information](#) further on in this document for detailed instructions.

### Register for the Meeting

All presenters must register and pay the required registrations fees for the meeting, as well as transportation and accommodation costs. The only exceptions are for certain invited speakers who have been contacted. To register go to: <https://hair2024.org/register/>

**YOU MUST COMPLETE YOUR MEETING REGISTRATION TO GET HOTEL RESERVATION INFORMATION!** In order to be sure our block is only filled with congress attendees, we are only sending hotel reservation information after one completes their meeting registration. We are expecting our block to sell out, so please act quickly.

### Audience

We are anticipating 500+ in attendance with varying degrees of knowledge and experience in hair research. Attendees will be culturally diverse, with many countries represented. Pre-Congress courses will have attendance from 100-300 each. **You should speak clearly and slowly**, so all attendees can understand and benefit from your presentation.

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.

### Questions? Contact:

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## ADDITIONAL INFORMATION SPECIFIC TO:

### GENERAL SESSION PRESENTERS –

#### Check-in with your Session Chair

On the day of your presentation, you should touch base with the Primary Session Chair of your session **30 minutes prior** to the start of your session. The Session Chair needs to know that you are present and ready to participate in your session. If the Chair cannot locate you, then you will be replaced. Please note the room for your session, often there are three sessions running concurrently.

#### When to Mount the Stage and Podium

**You should mount the stage at the beginning of your assigned session.** Follow the lead of your chair. 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. The meeting is run on a tight schedule, so please 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. You must pay attention to the timer and conclude by the time counts down to zero.

### PRIMARY SESSION CHAIRS –

See separate handout. Session Chairs have additional responsibilities.

### COFFEE WITH THE EXPERTS TABLE LEADERS –

The Coffee with the Experts 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 do not have to prepare a formal talk, however, you may wish to prepare several questions for the group to discuss. 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. In the past, some faculty have brought their laptops (fully charged). **Note: There will not be electrical outlets at the tables.**

This session will take place on Tuesday morning from 8:00AM-8:45AM. Round banquet tables will be set up in the International Ballroom. Each table will be labeled with a topic and expert's name. 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 PRESENTERS –

#### Poster Information and Guidelines

Poster boards will be numbered and will correspond to the final program book. Poster numbers will be e-mailed approximately 2 weeks prior to the meeting. Posters must be set-up on Saturday/April 6, between 1:00PM-4:30PM in the International and Regency Ballrooms. They should be dismantled on Monday/April 8, between 5:15PM-10:00PM. Any posters remaining will be discarded.

There will be **Formal Poster Inquiry Sessions** on:

Even Numbered Posters: Monday/April 8, 2024, 10:30AM-11:00AM

Odd Numbered Posters: Monday/April 8, 2024, 3:45PM-4:15PM

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 further down in this document for detailed instructions.](#)

### PRE-CONGRESS COURSE PRESENTERS

Three pre-courses are scheduled to take place Saturday/April 6, 2024, 1:00PM-4:30PM. You should arrive in the designated course room 20 minutes prior to the start. Make sure to pre-load your presentation in Speaker Ready Room on Saturday morning, beginning at 10:00AM.

#### Coordination

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

Questions should be directed to:

- Basics of Mouse Hair Follicle Biology Come and learn from the Experts!, Director: Raf Paus, MD
- Management of Hair Patients: Clinical Pearls and Practical Approaches, Director: Maryanne Senna, MD
- The Who, What, Where and Why of Trichology, Director: Gill Westgate

# A/V INFORMATION FOR SPEAKERS

The AHRS requests that all presenters use **PowerPoint Presentations**. All meeting rooms will have presentation computers run by the A/V team, so please **bring your presentation directly to the Speaker Ready Room 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.** 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 your presentation from the podium using a mouse or slide advancer.

All computers at the Speaker Ready Room and in 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 – MPEG4/AVC (.MP4 1080p)
- Mac – QuickTime H.264 (.MP4 1080p)

## 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 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, Symposia, Pre-Course, etc.).

Speaker Ready Location: State Room, Banquet Level (Floor 2)

Hours:	Saturday/April 6	10:00AM-7:00PM
	Sunday/April 7	7:00AM-6:00PM
	Monday/April 8	7:00AM-12:00PM and 2:00PM-5:15PM
	Tuesday/April 9	7:00AM-2:00PM

**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 by going to the Design tab, selecting Slide Size, and choose "Widescreen (16:9)".

### Before You Leave:

Save your files to a thumb drive. Label your file with your name, date and time of your presentation and what part of the meeting (General Session, pre-course, etc.).

*These guidelines have been established by AV Media and the AHRS to help ensure the success of your presentation.*

**Don't forget:**

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

**Thank you! See you at the meeting.**

# POSTER PRESENTATIONS

## - INFORMATION & GUIDELINES -

Poster presentations present scientific information utilizing narrative material, photographs, charts, diagrams, etc.

### Poster Location

The Fairmont Dallas Hotel,  
International Ballroom (Lobby Level) & Regency Ballroom (Banquet Level)

### Poster Hours

Hang Posters:

Saturday/April 6 1:00PM-4:30PM

Poster Viewing:

Saturday/April 6 4:30PM-8:00PM

Sunday/April 7 8:30AM-4:30PM

Monday/April 8 8:00AM-12:45PM and 2:00PM-5:15PM

Poster Inquiry Sessions:

EVENS: Monday/April 8 10:30AM-11:00AM

ODDS: Monday/April 8 3:45PM-4:15PM

During Poster Inquiry Sessions the poster presenters should stand by their poster(s) so they may answer questions from attendees.

Poster Dismantle:

Monday/April 8 5:15PM-10:00PM

Posters remaining at the conclusion of the Meeting will be discarded.

### Poster Numbers

The poster boards will be labeled with numeric identifying signs. The numeric sign will indicate where you should 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 numeric identification sign.

**Poster numbers will be assigned and emailed 2 weeks prior to the meeting.**

### Poster Presentation Production Guidelines

- ✓ **Each poster should be no larger than 4' x 4' (1.2m x 1.2m). That is, 4' width and 4' height.**
- ✓ The poster display board is 8' x 4' (2.4m x 1.2m) size, and there will be 2 poster presentations assigned per board.
- ✓ You must use push pins/tacks to adhere your poster. You must supply your own push pins/tacks.
- ✓ No other furniture, freestanding equipment, etc. is allowed in the poster presentation area.

### 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

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.

### 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.

### Author Photo & Brief Biography

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

### Disclosure of Conflict of Interest

All authors must include COI disclosures on their posters.

### 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.

### Responsibility for Damage and Loss

The American Hair Research Society/WCHR2024 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 American Hair Research Society or the Hotel.

### 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**.

**PLEASE RETAIN THIS INFORMATION FOR YOUR RECORDS.**

**Failure to adhere to these guidelines will result in the poster being taken down.**

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