PRESENTING FACULTY INFORMATION

As of January 9, 2024

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1. ALL FACULTY

Recorded Meeting

All scientific sessions will be recorded and available to those who registered for the meeting for 3 months post-meeting. CME credit is not available for viewing the recording meeting.

Faculty Attire

All faculty are asked to wear professional/business attire.

No Political or Religious Commentary; No Plagiarism

This is a scientific forum, and 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.

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.

Before and 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.**

PowerPoint Template

A PowerPoint slide template is provided for speakers.

[Download the AACS 2024 Annual Scientific Meeting PowerPoint template.](#)

Speakers' Disclosures of Relevant Financial Relationships
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).

Option 1
Relevant to the educational content, I have no financial relationships with ineligible companies to disclose.

Option 2
Relevant to the educational content, I have the following relationships with ineligible companies to disclose. All relationship(s) have been mitigated.
- Speaker for Company Z and I received an honorarium payment
- Royalties from Company Z

No Audience Taking Photos or Videos
No photographs or video recordings are permitted in the educational sessions.

Register for the Meeting
All faculty must register and pay the required registrations fees for the meeting, as well as transportation and accommodation costs. There is not a discount for faculty. CLICK TO Register for the meeting: https://aacs2024.cosmeticsurgery.org/register/

Hotel and Travel
Don't forget to make your own hotel and airline reservations. CLICK TO View hotel rates and make your reservation: https://aacs2024.cosmeticsurgery.org/hotel/

CME Policy on Payments from Ineligible Companies
Speakers or planning committee members are not permitted to accept payments or reimbursements from any ineligible company for presenting CME activities.

Audience
We are anticipating approximately 500-600 in attendance with varying degrees of knowledge and experience in cosmetic surgery.

Questions? Contact:
Emily Middag, Program Manager, emiddag@cosmeticsurgery.org
American Academy of Cosmetic Surgery
1932 S. Halsted St., Suite 413, Chicago, IL 60608
Tel: +1-312-981-6760 | Fax: +1-630-262-1520
info@cosmeticsurgery.org | www.cosmeticsurgery.org

2.	AUDIOVISUAL INFORMATION

This A/V information is relevant for Presenting Faculty.

Prior to the Annual Scientific Meeting

Create Your Presentation
Use the PowerPoint template provided to create your presentation.
Download the AACS 2024 Annual Scientific Meeting PowerPoint template.

Presentation Format
All presenters are required to present in **PowerPoint or video formats**. Sessions will be output in high definition.

PowerPoint
Create your PowerPoint in **16:9 format**. To change the slide size:
1. Select the Design tab of the toolbar ribbon.
2. Select the Slide Size icon near the far-right end of the toolbar.
3. Select Widescreen (16:9).

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

In the lead up to the Annual Scientific Meeting, your session Moderators will contact you and request an advance copy of your presentation. This is to assist them to prepare for a quality presentation.

At the 2024 Annual Scientific Meeting - Before The Session

Preload Presentation in Speaker Ready Room
You must preload your presentation in the Speaker Ready Room **the day before your presentation** to ensure compatibility with the computers being used at the conference. Personal laptops cannot be used in the meeting rooms. You should bring your presentation on a thumb drive for fast and easy file transfer.

> Checking in at the Speaker Ready Room is **the single most important action** you will take to ensure that your presentation functions properly.

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 assist us to verify that all speakers are present. If a presentation is not received one hour before 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 your session.

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 before the start of the session.**

All computers in the Speaker Ready room and session rooms are the same and come standard with:
- PC – Windows 10
- PC – Microsoft PowerPoint (Office 365)
- Mac – Microsoft PowerPoint (Office 365)
- Mac – Apple Keynote (most current version)

Speaker Ready Room: Location & Hours
Location: Hilton New Orleans Riverside, **Burgundy Room**, Level 1 (next to the Registration Desk)

Hours:

Wednesday, February 21, 2024	11:30AM-6:00PM
Thursday, February 22, 2024	6:30AM-7:00PM
Friday, February 23, 2024	6:30AM-6:00PM
Saturday, February 24, 2024	7:00AM-5:00PM

For technical questions, please contact: Company: AVSC, Scott Moretto +1-314-687-8368

At the 2024 Annual Scientific Meeting - During The Session

In the Session Room
All meeting rooms will have presentation computers. You <u>may not</u> bring your laptop to the podium.

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 D'san slide advancer with a laser pointer located at the lectern.

You should arrive at your session room and make yourself known at the stage a few minutes before the session start time.

When to Mount the Stage and Podium
You should mount the stage at the beginning of your assigned session. The moderators and speakers for a session will sit at the head table for the duration of the session. The two moderators will sit in the chairs closest to the podium. The speakers can sit in any of the remaining chairs at the head table (order is not important). By being seated at the head table from the start, you can easily move to the lectern when it is your turn, and you will be on stage during the Q&A period/panel discussion at the end of your session. The meeting runs 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 downstage at the confidence monitor set when your presentation begins. When the numbers are green, it means you should speak. When it lights up yellow, then you have 3 minutes remaining, and you should be summarizing and finishing. When it light up red, you have 1 minute left, and you must finish your presentation.

Green = Speak   **Yellow = Summarize**   **Red = Finish up**
                              (3 minutes remaining)   **(1 minute remaining)**

Please respect your fellow faculty in your session and the audience by keeping your presentation within your allotted time. The program has been carefully planned and delays cause knock on effects and impact the time of other presenters. Moderators will be monitoring the presentations, and if needed, the presentation will be shut off. We do not want an embarrassing situation, so please be mindful of this.

3. POSTER PRESENTER INFORMATION

<u>Poster Format</u>
1. Posters will be presented in traditional paper format at the meeting.

2. In addition, a PDF compilation will be available to attendees for download and will include only those posters who submit their 1-page poster in PowerPoint format by the deadline: **February 1, 2024.**
You should submit your e-Poster on **Cadmium**, the Conference Harvester.

<u>Poster Numbers</u>
Poster boards are numbered to correspond as numbered in the Final Program Guide.

<u>Format Guidelines</u>
1. **Paper Poster**
   - Paper posters must fit in the following dimensions: 48 inches × 48 inches (4 ft × 4 ft).
   - You must bring your paper poster to the meeting.
   - You must use push pins/tacks to adhere to your poster. Some push pins will be available onsite, but it is best for poster presenters to bring their own push pins.
   - No other furniture, freestanding equipment, etc., are allowed in the poster presentation area.

> Poster size:
>
> 48 inches × 48 inches
> (4 feet × 4 feet)

2. **E-Poster for PDF Compilation**
   - You should use Microsoft PowerPoint, 16:9 aspect ratio.
   - It can only be 1 slide. Only include text and static images. No video or animation may be included. No slide builds.
     - Note: We will be converting your 1 slide to a PDF.
   - When saving your file, be sure to embed the font version.
     --Click the **File** tab and then click **Options** (or **Preferences**, if using Powerpoint for Mac).
     --In the left column, select the **Save** tab.
     --At the bottom, under **Preserve fidelity, when sharing this presentation,** select the **Embed fonts in the file** check box.
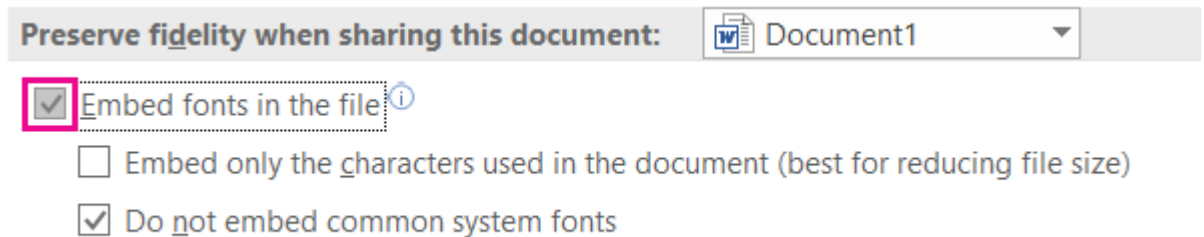
   Selecting **Embed only the characters used in the presentation** reduces the file size but limits editing of the file using the same font. Leaving that check box blank increases the file size but is best for allowing others to edit the document and keep the same font. **We recommend leaving the check box blank.**

   --Click **OK.**

   - When you are ready to submit your e-Poster, please **log onto Cadmium (Conference Harvester)** and complete the File Upload task to submit the poster.

   - Submission deadline: **February 1, 2024**

Onsite
- The poster boards will be labeled with numbered identification signs. The numeric sign will indicate where you will hang your paper poster according to the Final Program Guide. The title of the presentation and authors will not be included as part of the identification sign.
- Paper posters will be displayed in the back of the Exhibit Hall. Location: Hilton New Orleans Riverside – Exhibit Hall, Grand Salon
- You must set up your poster during Poster Set-Up hours.
- You must stand by your poster during the Formal Poster Session.
- You must take down your poster during Poster Dismantle hours. Please note: Posters left after the conclusion of the Poster Dismantle hours will be discarded.

Location:
Hilton New Orleans Riverside Hotel
Grand Salon - This is the Exhibit Hall.

Poster Schedule

Poster Set-Up (hang your poster)
Thursday, February 22, 2024   10:00AM-10:30AM

Poster Viewing
Thursday, February 22, 2024   10:30AM-6:30PM
Friday, February 23, 2024   8:30AM-4:30PM
                                                     10:30AM-11:00AM – *Formal Poster Session during coffee break (stand by your poster)*
Saturday, February 24, 2024   8:15AM-12:30PM
                                                     8:30AM-8:45AM – *Poster Awards in the General Session room*
Poster Dismantle
Saturday, February 24, 2024   12:30PM-1:30PM

Formal Poster Session during Coffee Break
During the Friday morning coffee break you should stand by your poster to answer questions and present your poster to those who are curious.

Poster Judging and Awards
A committee of your peers from the Cosmetic Surgery Foundation will judge the posters. Awards will be announced and presented during the Poster Awards session on Saturday, February 24, 2024, at 8:30AM in the General Session room, just before Session 31.

Title and Name Information to Include
Besides your scientific content, your poster should include the following:
- Presentation title
- Author name, title/affiliation, location
- A headshot photo of the presenting author
- Disclosures of relevant financial relationships
- Disclosures of off-label usage, if applicable. For example, suppose any part of your presentation includes discussing a medical device or pharmaceutical agent that is not approved by the FDA and/or a medical or surgical procedure involving an unapproved or "off-label" use of an approved medical device or pharmaceutical agent. In that case, this must be disclosed on your poster.

Avoidance of Commercialism
All poster presentations **must avoid commercialism**. No trade names should be used. Advertising matter may not be distributed, nor any material displayed which in any way directly promotes the interests 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.

No Selling or Order Taking
No selling or order-taking by is permitted by persons other than exhibitors, even concerning products or services provided by non-profit enterprises. In addition, any medications or other substances referred to in exhibit materials must be identified by their scientific names.

4.   BREAKFAST WITH THE EXPERTS TABLE LEADERS

The Breakfast 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.**

Table leaders should not prepare a formal talk. Your role is to facilitate a discussion around your assigned topic 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.] Oftentimes, attendees will seek you or your topic out and come prepared with questions. You may also wish to bring with you 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.

The Breakfast with the Experts session will take place on Saturday, February 24, 2024, from 7:30-8:30 AM. Round banquet tables will be set up in the designated room. Each table will be labeled with a topic and the table leaders' names. You should get your coffee before your session and then sit at the table with your name and topic. Please be seated at your table by the designated start time.

5.   PRE-MEETING WORKSHOP FACULTY

The Pre-Meeting Workshop is taking place on:
> **Wednesday, February 21, 2024**
> **1:00pm-5:15pm**
> **Grand Ballroom C, Hilton New Orleans Riverside Hotel.**

Audiovisual Information
Presenting Faculty should follow the same format guidelines when preparing their presentation as for the wider Scientific Meeting.

Workshop Faculty do NOT need to attend the Speaker Ready Room to upload their presentation before the Workshop.

Instead, you should arrive at Grand Ballroom C at least **two hours before** the workshop is due to commence (therefore, by 11:00am), and upload your presentation directly with the AV technician who will be staffing the room.

You should bring your presentation on a thumb drive for easy file transfer.