

# IMPORTANT INFORMATION FOR FACULTY



Version August 9, 2020

## FOR ALL FACULTY:

### Virtual World Congress Details

#### 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 presentations, Focused Session presentations, CSI presentations, moderator role, panelist, etc.).

#### Collegiality

**In an effort to build collegiality in a virtual meeting environment all presenters are encouraged to make the final slide of their presentation a personal photo or better yet, a short video (10 seconds) of their hobby or sport.**

#### Faculty Attire

All faculty are asked to wear professional/business attire for both pre-recorded and live streamed presentations, panel discussions, and other congress sessions when faculty will be seen by attendees. Faculty are encouraged to record their presentations with a simple background.

#### 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 speaker backgrounds for livestreamed sessions. 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 is an online meeting and to practice extra due diligence with content and patient photos.** Here 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.

#### Recordings Available Post-Congress

All educational content will be available for registered attendees to view for 3 months following the conclusion of the congress.

#### 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://28thannual.org/>

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

#### Audio-Visual (A/V)

All presenters are required to pre-record their presentations. Presentations must be uploaded to the proper Dropbox folder by **September 15, 2020**. By prerecording content we minimize any connectivity problems during the session. We ask all faculty to be logged in and present during the session in which their presentation takes place. Faculty will be asked to participate in video and chat discussion and may be called upon by moderators.

See the [Recording Instructions for Presenters](#) further in this document for detailed instructions.

## **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 relevant financial relationships with any commercial interests pertinent to their talk or the subject of the meeting.

### **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 2<sup>nd</sup> 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**

### **Audience**

We are anticipating 700+ in attendance 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.**

Focused sessions 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 use a voiceover in their video presentations.

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 and English-to-Spanish will be offered in the General Sessions, Focused Sessions, Industry Symposia and Welcome Drink.

### **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.

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

<https://28thannual.org/faculty-info/>

### **Questions? Contact:**

Melanie Stancampiano, Program Manager,  
[mstancampiano@ishrs.org](mailto:mstancampiano@ishrs.org)

Victoria Ceh, MPA, Executive Director and CME Director,  
[vceh@ishrs.org](mailto:vceh@ishrs.org)

International Society of Hair Restoration Surgery  
1932 S. Halsted St., Suite 413, Chicago, IL 60608 USA  
Phone: 1-630-262-5399; U.S. Domestic Tollfree: 1-800-444-2737;  
Fax: 1-630-262-1520; E-mail: [info@ishrs.org](mailto:info@ishrs.org);  
Website: [www.ISHRS.org](http://www.ISHRS.org)

## ADDITIONAL INFORMATION SPECIFIC TO:

### GENERAL SESSION FACULTY –

#### Create Your Presentation

Use the template provided to create your presentation.

Remember to conclude your presentation with a photo or short 10 second video of your hobby or sport.

Record your presentation using **Zoom Meeting App**, **Loom**, or within **PowerPoint if you are using a recent version**. You must submit your prerecorded video presentation by **September 15, 2020**. [See the Recording Instructions for Presenters further in this document for detailed instructions.](#)

#### Presentation Submission Deadline

Submit a copy of (1) your PowerPoint slides and (2) video file for content review/validation by your moderator and for publication in the virtual congress platform by **September 15, 2020**. All files must be uploaded to a designated Dropbox. Dropbox links for specific sessions will be emailed to faculty. PowerPoint slides will be converted to PDF as 6 slides per page and shared in the platform. Content not submitted on time may not be presented during the Virtual World Congress.

#### Virtual Meeting Session Preparation

General Session Presenters will be required to attend a training session to become familiar with the virtual congress platform. On the day of your presentation faculty and moderators will meet in the virtual “green room” prior to each session. The Moderator needs to know that you are present and ready to participate in your session.

#### During the Session

Follow the lead of your moderator during the session. Recorded content will be played in the order listed in the Final Program Guide. The moderator will texturize each session by adding in polls, panel discussion, Q&A time, etc. Faculty of each session will be connected via a WhatsApp Group to communicate directly before and during the session. All presenters in a session should plan to be live in the platform throughout the entire session. The meeting will run on time and on extremely tight schedule, so don't be late!

#### 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.

## ADDITIONAL INFORMATION SPECIFIC TO:

### CSI PRESENTERS –

Instead of poster presentations this year, abstract authors will present in a virtual hall their “Cases, Studies, and Innovations” or CSI Presentations within the virtual platform. Presenting Authors will be asked to submit a headshot photo, and a video and/or PDF presentation file to be shared. **All corresponding files must be uploaded by September 15, 2020.**

CSI Presenters will be asked to attend the discussion group for their topic on Thursday/October 22 at either 7:00AM or 7:00PM Central (Chicago) time.

See the [Cases, Studies, and Innovations \(CSI\) Presenter Information and Guidelines](#) further down in this document for detailed instructions.

### CSI DISCUSSION GROUPS –

The CSI Discussion Groups Sessions are open to all attendees. Attendees may join any discussion group they wish, or visit multiple rooms during each session. **This is an opportunity for attendees to ask Cases, Studies, and Innovations (CSI) Presenters questions in an informal session.** These rooms will be organized based on category selected during the abstract submission process. Discussion Group moderators should not prepare a formal talk. Your role is to facilitate a discussion and answer questions alongside CSI Presentation authors. 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. A lecture is not the purpose of this format.

CSI Discussion Groups will take place on Thursday/October 22 at 7:00AM and 7:00PM Central (Chicago) time. Each session will last approximately one hour. Discussion moderators and faculty should be logged into the proper room 30 minutes prior to the start of the session.

- [Time conversion for CSI Discussion Group 1 – Thursday/October 22 at 7:00AM](#)
- [Time conversion for CSI Discussion Group 2 – Thursday/October 22 at 7:00PM](#)

## ADDITIONAL INFORMATION SPECIFIC TO:

### FOCUSED SESSION FACULTY AND DIRECTORS–

Nine Focused topic sessions will be presented over three days of the Congress, on Monday/October 19, Tuesday/October 20, and Wednesday/October 21 from 7:00AM-8:30AM, 9:00AM-10:30AM, and 11:00AM-12:30PM Central Daylight Time (Chicago) respectively. (Click here for help with: [Time Zone Conversion](#)) Sessions do not overlap so attendees may attend all Focused Sessions if they choose. Sessions are included in each attendee's registration cost.

#### Coordination

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

#### Disclosures of Relevant Financial Relationships

All Focused Session Directors and faculty will be required to complete a record in Catalyst, including an abstract, biography, take home message and disclosures of any 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](mailto:info@ishrs.org) or fax +1-630-262-1520.

#### Presentation Submission Deadline

Submit a copy of (1) your PowerPoint slides and (2) video file for content review/validation by your director and for publication in the virtual congress platform by September 15, 2020. All files must be uploaded to a designated Dropbox. Dropbox links for specific sessions will be emailed to faculty. PowerPoint slides will be converted to PDF as 6 slides per page and shared in the platform. Content not submitted on time may not be presented during the Virtual World Congress.

#### Session Preparation

Focused Session Faculty will be required to attend a training session to become familiar with the virtual congress platform. On the day of your presentation faculty and moderators will meet in the virtual "green room" prior to each session. Session directors and staff need to know that you are present and ready to participate in your session.

#### During the Session

Follow the lead of your director during the session. Recorded content will be played according to the outline listed in the Final Program Guide. The director will texturize each session by adding in polls, panel discussion, Q&A time, etc. Faculty of each session will be connected via a WhatsApp Group to communicate directly before and during the session. All faculty in a session should plan to be live in the platform throughout the entire session. The meeting will run on time and on extremely tight schedule, so don't be late!

#### Fireside Chats:

Following the conclusion of each session faculty will move within the virtual conference platform from the "Auditorium" to the "Fireside Chat". Fireside chats will be held for 30 minutes following each session to continue discussing the topic and answer any remaining questions. There will be text chat, not video, in the fireside chat.

#### Audiovisual

All presenters are required to submit a prerecorded video presentation. These presentations can be recorded using **Loom** or within **PowerPoint if you are using a recent version**. You must submit your prerecorded video presentation by **September 15, 2020**. See the [Recording Instructions for Presenters](#) further in this document for detailed instructions.

#### Other

There is no maximum number of seats in each focused session, we expect attendance will vary. Your focused session should be taught at the level to which it has been assigned.

# VIDEO RECORDING INSTRUCTIONS FOR SPEAKERS

## Best Practices for Virtual 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.

## RECORDING YOUR PRESENTATION

**All Focused Session, General Session and CSI Presenters are required to pre-record their video presentation in one of the following formats:**

### PowerPoint Videos:

In the 2019 or 365 version of PowerPoint presenters may record their talk, with or without their face showing. This is done in the "Slide Show" tab, selecting "Record Slide Show". Once complete, presenters should go to the "File" tab, select "Export," then "Create Video". In order to display properly select "Full HD (1080p)" from the dropdown. This is the high definition format.

### Loom:

Prepare your slides or Video Presentation, and then prepare to record your lectures. Go to <https://www.loom.com> and click on "Get Loom". It is recommended to use the Pro version of Loom so you can export your file in 1080p format. Follow the instructions to sign up, verify your e-mail and download the Desktop App. Run the program installer and install the program. Login and select your desired camera and microphone, open up the presentation that you want to record and click "Start Recording". When you are finished, click the red square on the left of the screen. A new browser window will pop up with your video recorded. Use the Download button to download the MP4 file to your computer.

- Export your file at a minimum 1080 HD video (or higher) resolution. The free version is too low of quality once we were to edit in graphics.
- You may need to have Admin rights on your computer to download and install the App.
- The camera feed can only be overlaid on the slides and not positioned to the side. Because of this, all slides will need to be designed with the lower 3rd blank.

### Zoom Meeting App:

When you start the Zoom Meeting Application, you will see a settings wheel icon in the top right of the application window:

1. Click the Settings button.
2. Click the "Video" menu on the settings column on the left hand side of the screen.
  - If you would like to record your webcam along with your presentation, Uncheck "Turn off my video when joining meeting".
  - If you don't want to record your webcam along with your presentation, Check "Turn off my video when joining meeting".
3. Click the "Audio" menu on the settings column on the left hand side of the screen.
  - Check your speaker and microphone to make sure you can hear yourself in your microphone. Ensure the correct Speaker and Microphone is selected in the dropdown list if you have trouble hearing yourself.
4. Click the "Recording" menu on the settings column on the left hand side of the screen.
  - Make note of the location where your Zoom recordings are stored, you can change this by clicking the "Change" button.
  - Optional: There is an option to choose where to store your recordings after each meeting ends.
  - If you would like to record your webcam along with your presentation, Check the "Record video during screen sharing" checkbox, this will reveal another checkbox "Place video next to the shared screen in the recording", check this checkbox as well.
  - If you don't want to record your webcam along with your presentation, uncheck "Record video during screen sharing."
5. Close the Settings window.

*continued on next page*

## Recording your presentation with the Zoom Meeting App

1. Click the "New Meeting" button on the Zoom Meeting Application home screen.
2. Click the "Join with Computer Audio" button.
3. Click the "Share Screen" button on the bottom of your screen.
4. Ensure "Screen" is highlighted in blue.
5. Check the box "Share Computer Sound" in the bottom left corner.
6. DO NOT check the box "Optimize Screen Sharing for Video Clip" this will prevent you from recording your mouse activity and your Webcam.
7. Click the "Share" button in the bottom right corner.
8. To begin recording there are several ways to do this depending on the type of computer you have:
  - On Windows PC we recommend this for a smooth recording: Press and hold down ALT + R to start the recorder. To pause recording at any time press and hold down ALT + P. To unpause the recording press and hold down ALT + P again.
  - On Mac we recommend this method for a smooth recording: Press and hold Shift + Command + R to start the recorder. To pause recording at any time press and hold down Shift + Command + P. To unpause the recording press and hold down Shift + Command + P again.
  - Alternate method on Mac or PC that may require video editing afterwards: Drag your mouse to the Zoom Meeting Control panel. Hover over the "more" menu and select the "Record" option.
9. If you selected to record your Webcam, you can hide the webcam while you give your presentation at any time by hovering over the webcam video and clicking the grey minimize button. The webcam will disappear and will now only be a small black bar. You can show the webcam again by hovering over the black bar and clicking the grey maximize button. Note: Whenever you hide the webcam video it will disappear in the recording, whenever the webcam is visible you will see it in the recording in it's own area outside of your presentation. So at no point in your presentation recording will the presentation be obscured by your Webcam video.
10. When you are finished with your presentation there are several ways to stop recording and they depend on the type of computer you have:
  - On Windows PC we recommend this for a smooth recording: Press and hold down ALT + R to stop the recorder.
  - On Mac we recommend this method for a smooth recording: Press and hold Shift + Command + R to stop the recorder.
  - Alternate method on Mac or PC that may require video editing afterwards: Drag your mouse to the Zoom Meeting Control panel. Hover over the "more" menu and select the "Stop Recording" option.
11. Drag your mouse to the top of the screen and click the red "Stop Share" button.
12. Click the red "End Meeting" button in the lower right corner of the screen.
13. Click end meeting for all.
14. Wait for the Zoom Meeting App to finish converting your recording.
15. Click on the mp4 to review your recording.

## Video Tutorials for Zoom Meetings: Recording Your Presentation on Windows

Tutorial 1: Downloading and Installing the Zoom Meeting App, and creating a Zoom Meeting Account

[https://expert.confex.com/recording/expert/2020/mp4/free/4db77adf5df9ff0d3caf5cafe28f496/paper1489\\_1.mp4](https://expert.confex.com/recording/expert/2020/mp4/free/4db77adf5df9ff0d3caf5cafe28f496/paper1489_1.mp4)

Tutorial 2: Record Your Presentation and your Webcam Simultaneously

[https://expert.confex.com/recording/expert/2020/mp4/free/4db77adf5df9ff0d3caf5cafe28f496/paper1490\\_1.mp4](https://expert.confex.com/recording/expert/2020/mp4/free/4db77adf5df9ff0d3caf5cafe28f496/paper1490_1.mp4)

Tutorial 3: Record Your Presentation without Webcam

[https://expert.confex.com/recording/expert/2020/mp4/free/4db77adf5df9ff0d3caf5cafe28f496/paper1491\\_1.mp4](https://expert.confex.com/recording/expert/2020/mp4/free/4db77adf5df9ff0d3caf5cafe28f496/paper1491_1.mp4)

## Surgical videos:

For those who will be presenting a surgical video, or a video without needing to display the presenter's face the following are preferred video formats:

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

## SUBMITTING YOUR VIDEO

All speakers were provided a Dropbox Link to upload their prerecorded video in their speaker notification. Dropbox links are unique to each individual presentation or session. If you have questions about which link to use please contact Ms. Melanie Stancampiano, ISHRS Program Manager, [mstancampiano@ishrs.org](mailto:mstancampiano@ishrs.org).

All speakers are required to submit their video files by **September 15, 2020**.

It is not acceptable to submit your presentation a few days before your scheduled 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 by the deadline, we will assume that you are either not at the meeting or have chosen to forfeit your time slot.**

All speakers are asked to upload the PPT slides from their talk along with their videos in the same Dropbox folder. These slides will be converted to PDF, 6 slides per page, and shared with attendees in the virtual platform as a handout.

When uploading your presentation, you should use the following file naming system: **PresenterLastName\_SessionName\_PresentationTitle**

Examples:

SmithJoe\_CSI\_HairlineDesignMethods.mp4

SmithJoe\_CSI\_HairlineDesignMethods.PDF

DoeJane\_GeneralSession4\_ImplantingTechniques.mp4

DoeJane\_FocusedSession202\_StemCellMyth.mp4

## **PREPARING FOR YOUR SESSION**

Speakers will be invited to one or more rehearsals for each faculty role in the Virtual World Congress. During session rehearsals speakers can verify that videos appear as expected and all sound/video clips are working properly.

Speakers will be notified of session rehearsals via email.

**Please plan to attend the rehearsal session(s) for your presentation!**



# Cases, Studies, and Innovations (CSI) Presentations Guidelines

## What is a CSI Presentation?

You are going to love this novel concept and presentation format! "CSI" stands for "cases, studies, and innovations". These are selected from submitted abstracts on various topics. Each CSI author has the opportunity to prepare their presentation as a pre-recorded video, poster PDF, or both. CSI authors will populate their dedicated CSI page in the platform in advance of the meeting. Attendees may view the CSI presentations at their leisure once the platform opens on Oct. 16. Each CSI page has a running chat, so the attendees may ask questions or provide comments. The CSI author may respond and provide comments in the chat as well. (Think similar to a poster defense session in an in-person meeting.)

For a live interaction component, on Thursday/Oct. 22, CSI authors will be available for questions & answers in one of 10-16 unique breakout groups/topics. The CSI authors will be assigned to a group according to topic in advance of the meeting. There will be 5-8 groups/topics in the first CSI Discussion Group session, and a different 5-8 groups/topics in the second session. The 5-8 groups in each session will run simultaneously. Attendees will select which group they wish to attend. They may come in and out of several groups, as they like. Each group will have a moderator. The CSI authors assigned to a group will be asked to attend their group and be prepared to answer questions from the moderator or the audience. So for example, abstracts on the topic of hairline design may be assigned to a CSI Discussion Group on "Hairline Design". (This concept is a combination of our prior "Coffee with the Experts" and a formal Poster defense session.)

## Presentation Types

CSI Presentations can be a pre-recorded video, a poster PDF, or both. It's your choice how is best to present your material.

## Mock-up of a CSI Presentation Booth



You upload to the Dropbox link we provide you:

1. Your head shot photo
2. Your Video presentation
3. Your Poster PDF

We upload:

4. Info Section.

"Info Section" will pre-populate with the fields below. A thumbnail of the PDF will be shown on the screen.

\*\*\*\*\*Info Section EXAMPLE\*\*\*\*\*

**CSI-085**

***Hairline Design Methods***

Joe Smith, MD, FISHRS | Spain

**CSI Discussion Group:** Group 1, C: Hairline Design

\*\*\*\*\*

## **Presenters should upload the following items:**

**Headshot Photo** in jpeg format

### **Poster PDF using the following Guidelines:**

- o Must use Microsoft PowerPoint, 16:9 aspect ratio.
- o Use PowerPoint e-poster templates available on the congress website: <https://28thannual.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 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 Submission deadline: September 15, 2020

### **Video Presentation using the following Guidelines:**

Presenters may create a surgical video or record a talk using slides.

### **PowerPoint Videos:**

In the 2019 or 365 version of PowerPoint presenters may record their talk, with or without their face showing. This is done in the "Slide Show" tab, selecting "Record Slide Show". Once complete, presenters should go to the "File" tab, select "Export," then "Create Video". In order to display properly select "Full HD (1080p)" from the dropdown. This is the high definition format.

### **Loom:**

Prepare your slides or Video Presentation, and then prepare to record your lectures. Go to <https://www.loom.com> and click on "Get Loom". It is recommended to use the Pro version of Loom so you can export your file in 1080p format. Follow the instructions to sign up, verify your e-mail and download the Desktop App. Run the program installer and install the program. Login and select your desired camera and microphone, open up the presentation that you want to record and click "Start Recording". When you are finished, click the red square on the left of the screen. A new browser window will pop up with your video recorded. Use the Download button to download the MP4 file to your computer.

- Export your file at a minimum 1080 HD video (or higher) resolution. The free version is too low of quality once we were to edit in graphics.
- You may need to have Admin rights on your computer to download and install the App.
- The camera feed can only be overlaid on the slides and not positioned to the side. Because of this, all slides will need to be designed with the lower 3rd blank.

### **Zoom Meeting App:**

When you start the Zoom Meeting Application, you will see a settings wheel icon in the top right of the application window:

1. Click the Settings button.
2. Click the "Video" menu on the settings column on the left hand side of the screen.
  - If you would like to record your webcam along with your presentation, Uncheck "Turn off my video when joining meeting".
  - If you don't want to record your webcam along with your presentation, Check "Turn off my video when joining meeting".
3. Click the "Audio" menu on the settings column on the left hand side of the screen.
  - Check your speaker and microphone to make sure you can hear yourself in your microphone. Ensure the correct Speaker and Microphone is selected in the dropdown list if you have trouble hearing yourself.
4. Click the "Recording" menu on the settings column on the left hand side of the screen.
  - Make note of the location where your Zoom recordings are stored, you can change this by clicking the "Change" button.
  - Optional: There is an option to choose where to store your recordings after each meeting ends.
  - If you would like to record your webcam along with your presentation, Check the "Record video during screen sharing" checkbox, this will reveal another checkbox "Place video next to the shared screen in the recording", check this checkbox as well.
  - If you don't want to record your webcam along with your presentation, uncheck "Record video during screen sharing."
5. Close the Settings window.

### **Recording your presentation with the Zoom Meeting App**

1. Click the "New Meeting" button on the Zoom Meeting Application home screen.
2. Click the "Join with Computer Audio" button.
3. Click the "Share Screen" button on the bottom of your screen.
4. Ensure "Screen" is highlighted in blue.
5. Check the box "Share Computer Sound" in the bottom left corner.
6. DO NOT check the box "Optimize Screen Sharing for Video Clip" this will prevent you from recording your mouse activity and your Webcam.
7. Click the "Share" button in the bottom right corner.
8. To begin recording there are several ways to do this depending on the type of computer you have:
  - On Windows PC we recommend this for a smooth recording: Press and hold down ALT + R to start the recorder. To pause recording at any time press and hold down ALT + P. To unpause the recording press and hold down ALT + P again.
  - On Mac we recommend this method for a smooth recording: Press and hold Shift + Command + R to start the recorder. To pause recording at any time press and hold down Shift + Command + P. To unpause the recording press and hold down Shift + Command + P again.

- Alternate method on Mac or PC that may require video editing afterwards: Drag your mouse to the Zoom Meeting Control panel. Hover over the "more" menu and select the "Record" option.
9. If you selected to record your Webcam, you can hide the webcam while you give your presentation at any time by hovering over the webcam video and clicking the grey minimize button. The webcam will disappear and will now only be a small black bar. You can show the webcam again by hovering over the black bar and clicking the grey maximize button. Note: Whenever you hide the webcam video it will disappear in the recording, whenever the webcam is visible you will see it in the recording in its own area outside of your presentation. So at no point in your presentation recording will the presentation be obscured by your Webcam video.
  10. When you are finished with your presentation there are several ways to stop recording and they depend on the type of computer you have:
    - On Windows PC we recommend this for a smooth recording: Press and hold down ALT + R to stop the recorder.
    - On Mac we recommend this method for a smooth recording: Press and hold Shift + Command + R to stop the recorder.
    - Alternate method on Mac or PC that may require video editing afterwards: Drag your mouse to the Zoom Meeting Control panel. Hover over the "more" menu and select the "Stop Recording" option.
  11. Drag your mouse to the top of the screen and click the red "Stop Share" button.
  12. Click the red "End Meeting" button in the lower right corner of the screen.
  13. Click end meeting for all.
  14. Wait for the Zoom Meeting App to finish converting your recording.
  15. Click on the mp4 to review your recording.

## Video Tutorials for Zoom Meetings: Recording Your Presentation on Windows

Tutorial 1: Downloading and Installing the Zoom Meeting App, and creating a Zoom Meeting Account

[https://expert.confex.com/recording/expert/2020/mp4/free/4db77adf5df9ff0d3caf5cafe28f496/paper1489\\_1.mp4](https://expert.confex.com/recording/expert/2020/mp4/free/4db77adf5df9ff0d3caf5cafe28f496/paper1489_1.mp4)

Tutorial 2: Record Your Presentation and your Webcam Simultaneously

[https://expert.confex.com/recording/expert/2020/mp4/free/4db77adf5df9ff0d3caf5cafe28f496/paper1490\\_1.mp4](https://expert.confex.com/recording/expert/2020/mp4/free/4db77adf5df9ff0d3caf5cafe28f496/paper1490_1.mp4)

Tutorial 3: Record Your Presentation without Webcam

[https://expert.confex.com/recording/expert/2020/mp4/free/4db77adf5df9ff0d3caf5cafe28f496/paper1491\\_1.mp4](https://expert.confex.com/recording/expert/2020/mp4/free/4db77adf5df9ff0d3caf5cafe28f496/paper1491_1.mp4)

### Surgical videos:

For those who will be presenting a surgical video, or a video without needing to display the presenter's face the following are preferred video formats:

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

### 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 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

All authors must include disclosures in their poster PDF and/or video.

### 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 Discussion Groups

The CSI Discussion Groups Sessions are open to all attendees. Attendees may join any discussion group they wish, or visit multiple rooms during each session. **This is an opportunity for attendees to ask Cases, Studies, and Innovations (CSI) Presenters questions in an informal session.** These rooms will be organized based on category selected during the abstract submission process. Discussion Group moderators should not prepare a formal talk. Your role is to facilitate a discussion and answer questions alongside CSI Presentation authors. 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. A lecture is not the purpose of this format.

CSI Discussion Groups will take place on Thursday/October 22 at 7:00AM and 7:00PM Central (Chicago) time. Each session will last approximately one hour. Discussion moderators and faculty should be logged into the proper room 30 minutes prior to the start of the session.

- [Time conversion for CSI Discussion Group 1 – Thursday/October 22 at 7:00AM](#)
- [Time conversion for CSI Discussion Group 2 – Thursday/October 22 at 7:00PM](#)

CSI Presentations will be able to be viewed in the congress platform for all registered attendees.