

## FACULTY INFORMATION

*As of Jan. 9, 2023*

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### **1. ALL FACULTY**

#### Cadmium-Online Abstract System

The AACCS utilizes the Cadmium system to collect speaker information and abstracts. Each faculty member is required to complete a record in Cadmium for each of their roles/presentations at the meeting.

#### 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 AACCS 2023 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. [Register for the meeting](#)

### Hotel and Travel

Don't forget to make your own hotel and airline reservations. [View hotel rates and make your reservation](#)

### 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 in attendance with varying degrees of knowledge and experience in cosmetic surgery.

### Questions? Contact:

Rita Kaufman, Project Manager, [rkaufman@cosmeticsurgery.org](mailto:rkaufman@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](mailto:info@cosmeticsurgery.org) | [www.cosmeticsurgery.org](http://www.cosmeticsurgery.org)

## 2. AUDIOVISUAL INFORMATION

**This A/V information applies to All Faculty except Cadaver Workshop Faculty. (Cadaver Faculty should see page 4).**

### Create Your Presentation

Use the PowerPoint template provided to create your presentation.

[Download the AACs 2023 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 Slide Size 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)

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

### 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.

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 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: Manchester Grand Hyatt, **Nautical room** (4th Level)

Hours: Wednesday, February 8, 2023	3:00PM-7:00PM
Thursday, February 9, 2023	7:00AM-6:00PM
Friday, February 10, 2023	6:30AM-5:45PM
Saturday, February 11, 2023	7:15AM-3:00PM

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

#### In the Session Room

All meeting rooms will have presentation computers. You may not 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.

#### When to Mount the Stage and Podium

**You should mount the stage at the beginning of your assigned session.** The moderators and speakers of 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 head table. 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 they turn yellow, you have 60 seconds remaining, and you should be summarizing and finishing. When they turn red, your time is over, and you must stop. When the numbers turn red, the screen will shut off, and your presentation will go blank. We do not want an embarrassing situation, so please do not go over your time limit.

**Green = Speak**

**Yellow = Summarize (60 seconds remaining)**

**Red = STOP!**

### **3. MODERATORS**

See separate handout. Moderators have additional responsibilities.

### **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 11, 2023, 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. CADAVER WORKSHOP FACULTY

The Body Cadaver Workshop will take place on Wednesday, February 8, 2023, from 8:00AM-5:00PM offsite at the University of California San Diego's Center for the Future of Surgery (UCSD CFS). A bus will be provided for attendees and faculty from the Manchester Grand Hyatt to UCSD CSF in the morning and a return after the workshop.

The bus loads at 6:45AM and departs at 7:00AM from Manchester Grand Hyatt. The return bus will load at 5:00PM and depart at 5:15PM from UCSD CSF.

### Audiovisual

All presenters are required to present in **PowerPoint or video formats**.

Use the PowerPoint template provided to create your presentation.

[Download the AACCS 2023 Annual Scientific Meeting PowerPoint template.](#)

**Presenters must send their presentations in advance, by January 20, 2023, to:**

Emily Middag, Project Manager, [emiddag@cosmeticsurgery.org](mailto:emiddag@cosmeticsurgery.org)

Emily will preload them in advance on the computer at the UCSD CSF facility.

In addition, as backup, presenters should bring their presentations with them on a thumb drive to the workshop.

## 6. POSTER PRESENTER INFORMATION

### Poster Format

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: **January 20, 2023**.

### Poster Numbers

Poster boards are numbered to correspond as numbered in the Final Program Guide.

### Format Guidelines

#### 1. Paper Poster

- Paper posters must fit in the following dimensions: 48 inches x 48 inches (4 ft x 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:

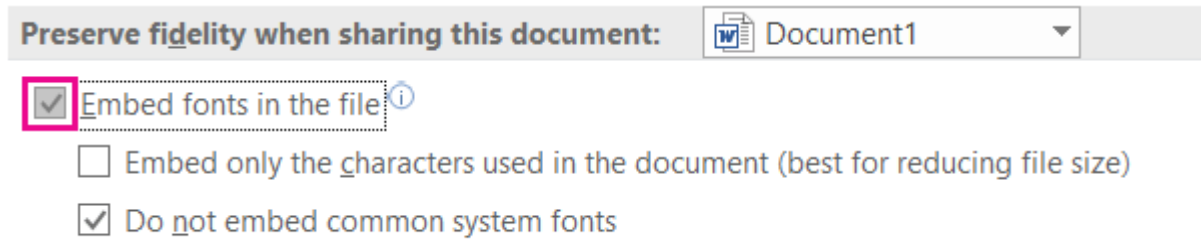
48 inches x 48 inches  
(4 feet x 4 feet)

#### 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** (it's near the bottom left corner of the window).

--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**.

- **Submission deadline: January 20, 2023**

#### Onsite

- The poster boards will be labeled with numeric identification signs. The numeric sign will indicate where you will hang your 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: Manchester Grand Hyatt (Grand Hall B, C, D – Lobby Level)
- You must set up your poster during Poster Set-Up hours.
- You must take down your poster during Poster Dismantle hours. Posters left after the conclusion of the Poster Dismantle hours will be discarded.

#### Location:

Manchester Grand Hyatt,  
**Grand Hall B, C, D** (Lobby Level) - This is the Exhibit Hall.

#### Poster Schedule

##### Poster Set-Up (hang your poster)

Thursday, February 9, 2023 10:00AM-10:30AM

##### Poster Viewing

Thursday, February 9, 2023 10:30AM-7:00PM

Friday, February 10, 2023 8:30AM-4:30PM

*10:30AM-11:00AM – Poster Session during coffee break (stand by your poster)*

Saturday, February 11, 2023 8:15AM-12:30PM

*8:30AM-8:45AM – Poster Awards in the General Session*

##### Poster Dismantle

Saturday, February 11, 2023 12:30PM-1:30PM

#### 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 11, 2023, at 8:30AM in the General Session room, just before Session 27.

### 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.