



## FACULTY INFORMATION

*As of December 26, 2021*

### ALL FACULTY

#### Cadmium-Online Abstract System

The AACCS utilizes the Cadmium 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 recorded meeting. The recorded meeting will be available from February 22 - May 22, 2022. 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 2022 Annual Scientific Meeting PowerPoint template](https://cme.cosmeticsurgery.org/system/files/AACS%20ASM%202022%20PPT%20Template_0.pptx) ([https://cme.cosmeticsurgery.org/system/files/AACS%20ASM%202022%20PPT%20Template\\_0.pptx](https://cme.cosmeticsurgery.org/system/files/AACS%20ASM%202022%20PPT%20Template_0.pptx)).

#### 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
- I receive royalties from Company Z from XXX

### 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 \(https://aacs2022.cosmeticsurgery.org\)](https://aacs2022.cosmeticsurgery.org).

### Hotel and Travel

Don't forget to make your own hotel and airline reservations. [View hotel rates and make your reservation \(https://aacs2022.cosmeticsurgery.org/hotel-information\)](https://aacs2022.cosmeticsurgery.org/hotel-information).

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

### Questions? Contact:

Vanessa Gray, MHA, CMP, CHCP, Continuing Medical Education Director, [vgray@cosmeticsurgery.org](mailto:vgray@cosmeticsurgery.org)  
American Academy of Cosmetic Surgery & Cosmetic Surgery Foundation  
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)

## AUDIOVISUAL INFORMATION

**This A/V information applies to all faculty except Cadaver Workshop Faculty.**

### Create Your Presentation

Use the PowerPoint template provided to create your presentation ([Download the AACS 2022 Annual Scientific Meeting PowerPoint Template \(https://cme.cosmeticsurgery.org/system/files/AACS%20ASM%202022%20PPT%20Template\\_0.pptx\)](https://cme.cosmeticsurgery.org/system/files/AACS%20ASM%202022%20PPT%20Template_0.pptx)).

### 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**

Preferred video formats:

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

### Preload 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, as personal laptops cannot be used in the meeting rooms.

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

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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 2016)
- Mac – Microsoft PowerPoint (Office 2016)
- Mac – Apple Keynote (most current version)

#### Speaker Ready Room: Location & Hours

Location: Mandalay Bay Convention Center

**Reef D** (South Convention Center, Level 2)

Hours: Wednesday, February 2, 2022 3:00-7:00 PM  
Thursday, February 3, 2022 6:30 AM - 6:00 PM  
Friday, February 4, 2022 6:30 AM - 5:30 PM  
Saturday, February 5, 2022 7:15 AM - 2:30 PM

**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 two moderators will sit at the head table. The speakers will sit in the loose chairs on stage. You will be seated on stage for the duration of that session. This way, you can easily mount the podium 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!

## MODERATORS

See separate handout. Moderators have additional responsibilities.

## BREAKFAST WITH THE EXPERTS

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.** You 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 5, 2022, 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.

## CADAVER WORKSHOP FACULTY

The Facial Cadaver Workshop will take place on Wednesday, February 2, 2022, from 8:00 AM - 5:00 PM offsite at the Medical Innovations and Training Institute (MITI). Busses will be provided from Mandalay Bay to MITI in the morning and after the workshop for faculty and attendees.

Buses load at 6:00 AM and depart at 6:30 AM from Mandalay Bay. Return busses will load at 5:00 PM and depart at 5:15 PM from MITI.

### Audiovisual

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

**Presenters must send their presentations in advance, by January 17, 2022, to:**

Vanessa Gray, MHA, CMP, CHCP, Continuing Medical Education Director, [vgray@cosmeticsurgery.org](mailto:vgray@cosmeticsurgery.org)

Vanessa will have them preloaded in advance on the computer at the MITI facility. [Download the AACS 2022 Annual Scientific Meeting PowerPoint Template](https://cme.cosmeticsurgery.org/system/files/AACS%20ASM%202022%20PPT%20Template_0.pptx) ([https://cme.cosmeticsurgery.org/system/files/AACS%20ASM%202022%20PPT%20Template\\_0.pptx](https://cme.cosmeticsurgery.org/system/files/AACS%20ASM%202022%20PPT%20Template_0.pptx)).

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

## 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 17, 2022.**

### 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 × 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)

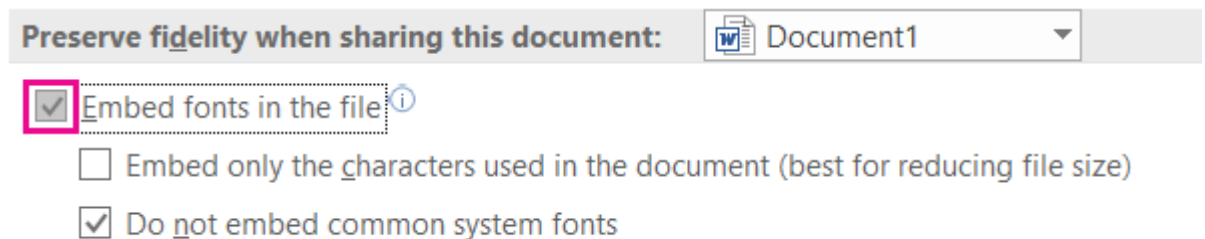
### 2. E-Poster for PDF Compilation

- May only be prepared using Microsoft PowerPoint, 16:9 aspect ratio.
- 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.
- 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 17, 2022**

## 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: Mandalay Bay Ballroom GH (South Convention Center, Level 2)
- 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:

Mandalay Bay Convention Center

**Mandalay Bay Ballroom GH** (South Convention Center, Level 2) -- This is the Exhibits Hall.

## Poster Schedule

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

Thursday, February 3, 2022 9:30-10:30 AM

### Poster Viewing

Thursday, February 3, 2022 10:30 AM - 7:00 PM

Friday, February 4, 2022 9:30 AM - 4:30 PM

*2:00-3:00 PM - Session 20: Poster Flash in the General Session*

*3:30-4:00 PM - Poster Session during coffee break (stand by your poster)*

Saturday, February 5, 2022 8:30 AM - 12:00 PM

*8:45-9:00 AM - Poster Awards in the General Session*

### Poster Dismantle

Saturday, February 5, 2022 12:00-1:00 PM

## Poster Flash Session in the General Session

Session 20 is the Poster Flash Session in the General Session. It takes place Friday, February 4, 2022, 2:00-3:00 PM. This is a fast-paced session where each poster presenter will have two (2) minutes to verbally review the key points of their poster and encourage attendees to go and see their poster. You should use the Poster Flash PowerPoint slide template to create your presentation.

## Poster Session during Coffee Break

During the Friday afternoon coffee break which is scheduled for 3:30-4:00 PM, you should stand by your poster to answer questions and present your poster to those who are curious.

## Poster Judging and Awards

The 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 5, 2022, 8:45 AM in the General Session room - just before Session 25.

## 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 is permitted, 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.