

## IMPORTANT NOTES FOR ALL SPEAKERS

### Oral Presentation Uploading – Free Papers

**IMPORTANT: Contrary to in previous years, all Oral Free Paper Presenters are being asked to submit their slides ahead of the Meeting. Failure to do so will result in presenters being removed from the programme.**

- **For Standard Free Papers:** Please email your slide deck to [abstract@ishaconference.com](mailto:abstract@ishaconference.com) no later than 7 September 2025.
- **For Rapid Fire Free Papers:** Please upload your slide deck to the EPoster software using the link and token provided no later than 7 September 2025 (see below for further information).

If you are having difficulty meeting the deadline, please email the Programme Office at [abstract@ishaconference.com](mailto:abstract@ishaconference.com) for assistance.

### Oral Presentation Uploading – Invited Presentations

Presenters for invited sessions are asked to upload their slide decks to the presentation server on site in Fukuoka via the Speaker Preview / Slide Check-in Room. Presentations should be uploaded a **minimum of 2 hours prior to your session**.

You will not be able to use a USB drive in the session hall you are presenting in or connect your own laptop or MacBook in the session hall.

There will be Windows PCs available in the Speaker Preview Room, and a limited number of Macs.

Technicians will be available in the Speaker Preview Room in **Room 404+405 on Level 4 of the Fukuoka International Congress Center (FICC)** at the following times (these times are tentative; please see the Joining Instructions that will be sent to you in September for final timings):

Wednesday 1 <sup>st</sup> October	11:00 – 18:30
Thursday 2 <sup>nd</sup> October	07:00 – 18:30
Friday 3 <sup>rd</sup> October	07:00 – 18:30
Saturday 4 <sup>th</sup> October	07:00 – 13:30

### EPoster Presentation Uploading

This year we are working again with the company Documedias to provide the EPoster software. You should have received from Documedias information for preparing your EPoster, including templates, specifications, deadlines, and upload links. If you did not receive your instructions and login information, please contact [isha.abstracts@abstractserver.com](mailto:isha.abstracts@abstractserver.com).

In addition to your EPoster you will be able to upload an audio file and/or video file, should you want to have some narration to accompany your EPoster. **Note that these should be uploaded as separate files rather than embedded in the EPoster.**

### **Rapid Fire Campfire Oral Presentations**

Presentations will take place during coffee breaks in the Exhibition Hall, in one of the “campfire” areas. Your allotted time is 3 minutes presentation, 1 minute for questions. Your listed presenting author should have already received confirmation of presentation dates and timings.

We ask that presenters create a standard PPT presentation to summarise their research (maximum 5 slides). A template can be downloaded for your use if you wish to use it.

In addition to the oral presentation slot, you also have the option to upload your submission as a one-slide EPoster. This is not compulsory, but should you wish to, please upload your EPoster as either a PowerPoint or PDF file. There are two template options available. Please remember it is also possible to upload audio narration and/or a video file, if this helps add context to your EPoster.

Both your oral presentation slide deck (5 slides) and EPoster (1 slide) should be uploaded to the EPoster software using the login token and link sent to the presenting author by ISHA’s EPoster software provider, Documedias, no later than **7 September 2025**. Please refer to the separate EPoster preparation guidelines for further guidance notes.

If you did not receive your instructions and login information, please contact [isha.abstracts@abstractserver.com](mailto:isha.abstracts@abstractserver.com).

### **Audio-Visual Guidelines**

Presentations should be prepared in PowerPoint format where possible. Other acceptable presentation formats are MS Office 2010 compatible files, PDFs and Web Browser with Flash Player, Silverlight, and Java.

Projection resolution in all session rooms is set for 16:9 aspect ratio.

#### **a) Instructions for Standard Free Paper Presenters:**

As mentioned above, all standard free paper session presentations must be submitted no later than **7 September 2025** via email to [abstract@ishaconference.com](mailto:abstract@ishaconference.com). If your file is too large to send, we recommend using a file transfer service such as [WeTransfer.com](https://www.wetransfer.com).

The Programme Office will download your file and let you know if there are any problems. Your presentation will then already be pre-loaded in your session room on the day – simply turn up and give your presentation.

#### **b) Instructions for Invited Session Presenters:**

As mentioned above, invited session presentations should be uploaded on site to the Speaker Preview Room.

We ask that you do not use your own laptop for your presentation but bring a copy on a memory stick. We also recommend that all presenters bring a second back up copy of their presentation in case of the memory stick malfunctioning. The programme scheduling does not allow for time between presenters to be switching over computers, and the technical desks in each room are set to draw down presentations from a central file server.

ISHA Secretariat Office

T: +44 (0)20 3519 9427 (Mon - Fri Business Hours BST)

[www.ishasoc.com](http://www.ishasoc.com) E: [abstract@ishaconference.com](mailto:abstract@ishaconference.com)

We will have limited upload facilities for uploading Keynote / Mac presentations. We recognise that some presenters will wish to use Keynote for their presentation, however we strongly encourage saving the presentation in a PC format for use on the conference network. This will ensure that there are no compatibility problems and allow smoother presentation to change over between speakers.

We ask that you please check in at the Speaker Preview Room in good time (minimum 2 hours prior to your scheduled presentation slot), allowing enough time for your presentation to be checked to ensure we have the appropriate resolution on our projectors etc. to run your presentation and we know that you have arrived.

If you are using video clip(s) in your PowerPoint presentation, please remember that it is important that you save the video clip(s) in a separate file from your PowerPoint presentation but in the same folder. When you check in and load your presentation, quickly run through the presentation to make sure that the clip(s) plays when required. Most standard video formats should play without any problems, but if in doubt, please ensure that you check with a technician in the Speaker Preview Room.

## Session Overview

The following link will give you access to the [latest programme overview](#).

You will see that this provides details on:

- Allocated session rooms
- Session timings
- Co-moderators / chairs (if applicable)
- Presenters in the session, including allocated presentation times

This programme may be subject to final change and adjustment. All faculty have yet to confirm.

**During the session, we recommend that you use the conference mobile app to follow the programme and presenter order as this will have the most complete and up-to-date programme information.**

If you have any questions relating to this information, please email [abstract@ishaconference.com](mailto:abstract@ishaconference.com).

## On Arrival at ISHA 2025

Upon arrival at the Fukuoka International Congress Center (FICC), please check in at the Registration Desks located on Level 2. Registration will open from 12 noon on Wednesday 1st October. Here you will be able to pick up your name badge, and you will be directed to the Speaker Preview Room. If you are attending any of the pre-conference programmes, sign-in will be at the meeting room itself. Please arrive at least 10 minutes prior to the published start time of the session.

## Registration

If you have not yet completed your [registration for the conference](#), we ask that you do so as soon as possible.

**As a reminder, it is a requirement that all faculty, including at least one of the accepted EPoster authors, is a registered attendee at the conference.**

ISHA Secretariat Office

T: +44 (0)20 3519 9427 (Mon - Fri Business Hours BST)

[www.ishasoc.com](http://www.ishasoc.com)

E: [abstract@ishaconference.com](mailto:abstract@ishaconference.com)

## **Disclosure / Conflict of Interest Declaration**

As a requirement of UEMS EACCME credits, all presenters and session chairs are required to complete a Conflict of Interest Declaration. These forms have already sent to free paper submitters and to invited faculty. If you haven't already completed and returned this, please do so at your earliest opportunity. Non completion and return of these forms will result in this session being excluded from receiving CME credits, so it is critical that these forms are completed so we can make them available to the assessor. A form can be downloaded from the website.

Oral Presenters are also asked to:

1. Include as their second slide a Disclosure Statement which states:
2. I have no potential conflict of interest to report, or
3. I have the following potential conflict(s) of interest to report:

### **Type of affiliation / financial interest**

### **Name of commercial company**

Receipt of grants/research supports:

Receipt of honoraria or consultation fees:

Participation in a company sponsored speaker's bureau:

Stock shareholder:

Spouse/partner:

Other support (please specify)

**Note: For Rapid Fire Oral Presenters, your title slide and disclosure slide are in addition to your maximum 5 slide count.**

## **Presentation Timings**

Please check the presentation times shown on your personal summaries emailed to you. Different session types have different presentation durations; these are detailed on your personal summary and in the programme.

As presentation times are quite short, we ask that all presenters keep to the topic and stick to time to ensure sufficient time is allowed for questions and discussion.

All oral presenters should have received a copy of your presentation itineraries. If you wish to double-check this or check for any schedule changes, you can do so via the "[Paper Search](#)" function on the website and type in your name.

## **Session Room Set-Up**

Each session room is equipped with an LCD projector and screen; you will be able to control your presentation with a remote clicker and watch your presentation on a preview monitor. Each session room will be staffed with a room assistant who will assist with the start of each presentation and there will be AV technical support in each session room.

## **Session Recording**

All sessions taking place in the Main Hall (Auditorium), Room 409+410, Room 411+412, Room 413+414 and Room 401+402+403 (except lunchtime industry workshops unless the sponsors have requested) will be recorded for uploading to the ISHA Education Library, once post-event editing has been completed. So, please make sure to let us know if there is any conflict around copyright of images or data within your presentation slides. Please email about any conflicts to [abstract@ishaconference.com](mailto:abstract@ishaconference.com).

## **Abstracts and Faculty Information**

If presenters have submitted an abstract and biography, delegates will be able to view this via link on the ISHA 2025 Conference Website and app.

The website link is: <https://oaandgap.eventsair.com/isha-2025/paper-search>

## **Use of ISHA Scientific Programme Content**

Please be aware that the information and materials displayed and/or presented at all sessions of this Meeting are the property of ISHA 2025 and/or the presenter and cannot be photographed, copied, photocopied, transformed to electronic format, reproduced, or distributed without the written permission of ISHA 2025 / ISHA – The Hip Preservation Society and/or the presenter.

ISHA 2025 / ISHA – The Hip Preservation Society reserve copyright for publication of material provided for inclusion in future reporting and publication from the conference, which includes audio recordings containing presentation materials such as presentation slides. Presenters are encouraged to include copyright notices as appropriate on all the materials submitted and presented at ISHA 2025.

Presenters should ensure that their contributions contain no matter that is defamatory or is otherwise unlawful or invades individual privacy or infringes on any proprietary right or statutory copyright. ISHA 2025, and its agents and representatives, take no responsibility should the material presented or provided for publication be determined to defame, libel, or slander an individual or organisation, violate the confidentiality of any individual or organisation, or infringe on another's copyright.

## **Wi-Fi Information**

All session rooms and the exhibition area will have free Wi-Fi access. Each session room will have a wired dedicated internet connection.

## **ON SITE CONTACTS**

On site, contact either the Technical Managers Rob and Josh, who will be based in the Speaker Preview Room, or Nicola, Christine or Steve, the on-site team from ISHA, who will be based at the Information Desk in the Multi-Purpose Hall Foyer and the PCO Office in Room 2D on Level 2. Caroline, the ISHA Secretariat, can be contacted either on the ISHA Booth in the Multi-Purpose Hall, or via the Information Desk.

Any questions before the Annual Scientific Meeting email: [info@ishaconference.com](mailto:info@ishaconference.com) or Tel: +44 203 519 9427.

ISHA 2025 Scientific Program Office

Website: <https://oaandgap.eventsair.com/isha-2025/>

Tel: +44 (0)203 519 9427

Email: [info@ishaconference.com](mailto:info@ishaconference.com)

ISHA Secretariat Office

T: +44 (0)20 3519 9427 (Mon - Fri Business Hours BST)

[www.ishasoc.com](http://www.ishasoc.com)

E: [abstract@ishaconference.com](mailto:abstract@ishaconference.com)