# IMPORTANT NOTES FOR ALL SPEAKERS

**SPEAKER PREVIEW / SLIDE CHECK IN OPENING TIMES**

Technicians will be available in the Speaker Preview (Check in) Room at the following times:

Wednesday October 16th 10:00 - 19:00                           (Senate Room, Level 0)
Thursday October 17th 07:00 - 18:30                           (Capitol Office, Level -3)
Friday October 18th 07:00 - 18:30                             (Capitol Office, Level -3)
Saturday October 19th 07:00 - 13:30                           (Capitol Office, Level -3)

Please report in good time before the start time of your relevant session, to quickly test any presentations if required, and (times are subject to change).

**ORAL PRESENTATION (ALL ORAL PRESENTATIONS - INVITED AND ACCEPTED FREE PAPER SUBMISSIONS) UPLOADING**

**Please note that presentations _do not_ have to be sent ahead of your arrival in Washington**. We ask that these are uploaded to the presentation server in the Slide Check-in Room ahead of your presentation.

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 Check-in room, and a limited number of MACs.

**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.

In addition to your ePoster you will be able to upload an additional audio file should you want to have some narration to accompany your ePoster and also video files.

**Note that these should be uploaded as separate files rather than embedded in the ePoster.**

**ORAL ePOSTER PRESENTATIONS**
Presentations will take place during coffee breaks in the Exhibition Hall theatre - 3 minutes presentation, 1 minute for questions.  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 from the website.  **The Oral Presentation should be uploaded as outlined on page 1 in the Speaker Preview / Check-in Room in the Washington DC.**  These do not have to be uploaded in advance.  Your listed presenting author should have already received confirmation of presentation dates and timings.

In addition to the oral ePoster presentation slot, you also have the option to upload your oral ePoster submission as an ePoster in the ePoster portal. It is not compulsory, but should you wish to, please upload your ePoster as either a PowerPoint or PDF file. Attached for your use are two template options.  Please remember it is also possible to upload audio narration and a video file, if this helps add context to your ePoster.

 **ePosters should be uploaded to the ePoster platform in advance of the conference** using the login token and link sent to the presenting author.  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).


**VIDEO EPOSTER PRESENTATIONS**
For presenters allocated this format, these presentations will be viewable via viewing screens in the Exhibition Hall, within the ePoster portal. Please refer to the separate guidance notes for ePoster preparation.

**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.

**We will have limited upload facilities for uploading Keynote / Mac presentations**. We ask that **you do not use your own laptop for your presentation but bring a copy on a memory stick**.

**ISHA 2024 Executive Office**
T: +44 (0)20 3519 9427 (Mon - Fri Business Hours GMT)
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The program 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.

We also recommend that all presenters bring a second back up copy of their presentation in case of emergencies.

We recognise that some presenters will wish to use MACs for their presentation and Keynote. 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 / Check in Room, allowing enough time for your presentation to be checked ahead of your presenting slot 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 in to Speaker Preview / Check in Room.

**SESSION OVERVIEW**
The following link will give you access to the latest program overview.

You will see that this details the final information on:
- Allocated session room
- Final session timings
- Details of your co-moderator / chair (if applicable)
- Details of the presenters in the session, including allocated presentation times

**This program 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 program and presenter order as this will have the most complete and up to date program information.**

If you have any questions relating to this information, please email abstract@ishaconference.com

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## AT ISHA 2024

Upon arrival at the JW Marriott, please check in at the Registration Desks located on the Ballroom Level (Level -3). Registration will open at 4pm on Wednesday 16th October. Here you will be able to pick up your meeting documentation, such as your name badge, and you will be directed to the Speaker Presentation / Check-in Room. If you are attending the pre-conference LATAM Regional Program (Wednesday 16th October 3 – 6PM), sign-in for is program will be at the meeting room Salon 1 (Level -3).

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.**

## SPEAKER LOUNGE

We have a working room for speaker's, the Independence Room, located on Level -3.  This room will be available Thursday 17th – Saturday 19th October 2024.

## DISCLOSURE / CONFLICT OF INTEREST DECLARATION

As a requirement of AMA CME PRA 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, can you 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 2nd 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:

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| 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 Oral ePoster and 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 program.

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.**

## PRESENTATION CONTENT

This year's ASM program has been specifically designed to include more short sharp session content, and this is reflected in the presentation time allocated. Can we therefore ask that presenters stick closely to the topic they have been asked to speak on. There is likely to be another presenter covering peripheral topics and we want to avoid content overlap wherever possible.

## SESSION ROOM SETUP

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.

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**SESSION RECORDING**

All sessions taking place in the Grand Ballroom, Salons II, II, II, IV session rooms (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.

**ABTRACTS AND FACULTY INFORMATION**

If presenters have submitted an abstract and biography, they will be available to view via a link on the ISHA app or via the ISHA conference website.

The website link is: https://oaandgap.eventsair.com/isha-2024/paper-search

**SHARK TANK PRESENTATIONS**

This is a new element being trialled at ISHA 2024. In the Grand Ballroom Foyer "The Shark Tank", offers commercial exhibitors and sponsors along with ISHA members who may be involved in their own product development, to give a short "pitch" presentation. This is aimed to promote innovation and new developments.

There will be audio and screen available in this area. Presenters should bring their presentation on a USB stick to the presentation area at the time of your slot. Please do not check these in at the Speaker Preview / Check-in Room.

It should be noted that this content is not peer reviewed and is not CME accredited. We ask that these time slots are not used to repeat content being presented elsewhere in the program. If you would like to book a slot, email details of the presenter and presentation / topic to info@ishaconference.com. Available slots can be viewed at Slots will be allocated on a 1st come basis.

**USE OF ISHA SCIENTIFIC PROGRAM CONTENT**

Please be aware that the information and materials displayed and/or presented at all sessions of this meeting are the property of ISHA 2024 and/or the presenter and cannot be photographed, copied, photocopied, transformed to electronic format, reproduced, or distributed without the written permission of ISHA 2024 / ISHA – The Hip Preservation Society and/or the presenter.

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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 2024, 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 Manager Rob, 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 Capitol Foyer on Level -3 and the PCO Office in Grand Office (Level -3) Caroline, the ISHA Secretariat, can be contacted either on the ISHA Booth in the Capitol Ballroom, or via the Information Desk.

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

Please check the ISHA conference website for the most up to date information on program timings.

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**Thank you so much for your involvement at ISHA 2024. Your contributions have helped us to create a first-class conference.**

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