



13 - 15 OCTOBER, 2022  
GLASGOW, UK

## IMPORTANT NOTES FOR ALL SPEAKERS

The speaker preview room will be in Hall 1 at the SEC, next to the registration desks.

Technicians will be available in the speaker preview room at the following times:

Wednesday 12 October 15.00 – 19:00hrs  
Thursday 17 October 07.00 – 18.30hrs  
Friday 18 October 07.00 – 18.30hrs  
Saturday 19 October 07:00 – 12.00hrs

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

### PRESENTATION UPLOADING

Please note that presentations do not have to be sent ahead of your arrival in Glasgow. However, they should be uploaded to the slide server in the Slide Preview 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.

### JAM SESSIONS

For JAM Session Presenters, you will already have received your template for your one slide and instructions how to upload these onto the JAM session portal. These **should not** be checked in again in the Slide Preview Room. They will be automatically launched from the upload portal into the Hall 2 Theatre where the JAM Sessions will be presented.

Below are the instructions for JAM Session Preparation and upload along with two different slide template options.



ISHA\_JAM\_Session\_email\_draft\_Version 8 .docx



ISHA\_2022\_slide\_01.pptx



ISHA\_2022\_slide\_02.pptx

### ISHA 2022 Executive Office

T: +44 (0)20 3519 9427 (Mon - Fri Business Hours GMT)  
www.ishasoc.net info@ishaconference.com

ISHA 2022 Annual Scientific Meeting Limited

Registered Office Address: c/o TC Group, The Courtyard, Shoreham Road, Upper Beeding, Steyning, West Sussex, BN44 3TN, United Kingdom  
Company Registration Number: 13364864 VAT Number: 411 2534 47



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## 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.

If presenting in PC compatible format, it is recommended that **you do not use your own laptop for your presentation but bring a copy on a memory stick**. 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 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.

However, if this is not possible, presenters using MACs should bring their own MAC, as MAC's will not be provided at the venue. **There will be VGA cables in each session room to enable you to connect your MAC**. However, we ask that you please check in at the Speaker Preview 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 and are using your own computer.

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 the Speaker Presentation Room.

## SESSION OVERVIEW

The following link will give you access to the [latest programme 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

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

### **AT ISHA 2022**

Upon arrival at the Scottish Event Campus (SEC), please check in at the Registration Desks located in Hall 1. Registration will open at 2pm on Wednesday 12<sup>th</sup> 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 Room.

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.

### **PRESENTERS AND ATTENDEES FOR THE PRE-CONFERENCE PT PROGRAMME ON WED. 12th OCTOBER**

Please note that this programme commences before the main Annual Scientific Meeting registration opens.

Attendees, moderators, and session presenters should go straight to the meeting venue where this programme is being held.

Castle Suites I and II  
Ground Floor  
The Crowne Plaza Hotel  
Congress Way  
Glasgow

Here you will find a registration desk with your badge and materials for the pre-conference programme at the entrance to the meeting room. All presenters for this programme are asked to check in their presentation directly with the AV technician in the meeting room.

### **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.

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## PRESENTATION CONTENT

This year's ASM programme 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 preview monitor. Each session room will be staffed with a room assistant who will assist with the start of each presentation and contact the AV technician if necessary.

## SESSION RECORDING

All sessions taking place in; the Lomond Auditorium, Alsh, Boisdale, Carron, and Dochart session rooms (except lunchtime industry workshops unless the sponsors have requested), will be recorded for uploading to the ISHA Academy, 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, 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-2022/paper-search>

## DISCLOSURE / CONFLICT OF INTEREST DECLARATION

We would ask all presenters to include as their 2<sup>nd</sup> slide a Disclosure Statement which states:

1. I have no potential conflict of interest to report, or
2. 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)

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## **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 2022 and/or the presenter and cannot be photographed, copied, photocopied, transformed to electronic format, reproduced, or distributed without the written permission of ISHA 2022 and/or the presenter.

ISHA 2022 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 PowerPoint slides. Presenters are encouraged to include copyright notices as appropriate on all the materials submitted and presented at ISHA 2022

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 2022, 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. This is the SEC open network, there is no specific ISHA Network and no password required. Each session room will have a wired dedicated internet connection.

## **ONSITE CONTACTS**

Onsite, contact either the Technical Managers Lois and James who will be based in the Speaker Preview Room, or Nicola, Angela and Leslie, the onsite team from Open Audience who will be based in the PCO Office behind Registration in Hall. Caroline, the ISHA Secretariat can be contacted either on the ISHA Booth in Hall 2, or via the Registration Desk.

**Thank you so much for your involvement at ISHA 2022, your involvement has helped us to create a first-class conference.**

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

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

**ISHA 2022 Scientific Programme Office**

Website: <https://oaandgap.eventsair.com/isha-2022/>

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