



CALL FOR ABSTRACTS

Instructions for Abstract Submission

ONLINE ABSTRACT SUBMISSION SYSTEM

All presenting authors are required to submit abstracts via the new online submission system called CATALYST. To submit an abstract, go to <http://26thannual.com/26thannual/faculty-information/> and follow the directions to **Submit an Abstract**.

BROWSER REQUIREMENTS

The system has been optimized for the current version of your internet browser of choice. Please note that you must also have **JavaScript** enabled in your browser preferences in order for the system to function properly.

AUDIOVISUAL REQUIREMENTS

To provide for an efficient meeting we are requiring all General Session speakers to give their presentations in PowerPoint or video. Speakers are not allowed to bring their own laptops to the podium. Instead, each presentation will be loaded from a memory stick onto one master computer in the Speaker Ready Room. Specific guidelines and instructions will be sent if you are accepted for an oral presentation.

NON-ENGLISH SPEAKING SUBMITTERS

As an option, non-English speaking submitters may wish to write their abstract in their native language and then have it translated to English. For those who do not speak English well and are accepted for an oral presentation, it is **highly suggested** that an English translation of the presentation be pre-recorded and played with the PowerPoint or video presentation. **We will offer the option for a colleague, volunteer physician member to help you with an English voiceover for your video.**

ONLINE REVISIONS & DEADLINE

Once you create your initial online account, you can return to your abstract as many times as necessary to complete or edit until the cut-off date of **April 3, 2018, at 9:00am (EDT – EASTERN Daylight Savings Time/NYC)**. If you need to update your submission at any time before the deadline, you can find completed submissions in the Dashboard under **Submissions**. To edit a submission, click the title, then click **Edit** to be able to make changes. Be sure to **Submit** again when you are finished.

REVIEW PROCESS

Abstracts will be rated with authors' names blinded. Do not include identifying information (e.g. your name, name of clinic or city) in the abstract itself. After the deadline, all complete abstracts in the system will be rated by the World Congress Planning Committee. Any abstracts left "incomplete" will not be reviewed. There are no exceptions.

REGISTRATION REQUIREMENTS

Accepted authors are expected to pay their own travel expenses and conference registration fees. All accepted presenters must be registered and paid-in-full for the World Congress by the indicated deadline, in order for their name to be published in the program. Conference dates of presentation cannot be guaranteed. Authors should plan to be in attendance for the entire meeting (Thursday-Sunday).

PUBLICATION

Accepted abstracts and PPT slides (converted to 3-6 per page) will be published in: *2018 Abstract Book of the 26th World Congress of the International Society of Hair Restoration Surgery*, which will be made available in electronic PDF. In addition, some sessions may be recorded and rebroadcast after the meeting.

Abstract submission deadline: **April 3, 2018, at 9:00am EDT (NYC Time)**

Submit an abstract. Go to: <http://www.26thannual.org>

1. PRESENTATION FORMAT

You will be asked to choose your presentation format preference from the following list:

- Oral Presentation for the Main General Session
- Video for Surgical Video Theater in the Main Session
- Patient presentation for the Live Patient Viewing
- Poster Exhibit

NOTE ON VIDEOS: If you choose Video for Surgical Video Theater Session, you will be asked to provide a URL via YouTube for the video to be reviewed. The video should be free of any author names or identifying information. If your video is not yet complete, your abstract must describe what will be demonstrated in the video and the relevance. The Video Session will be conducted in high definition. Final video files must be in Quicktime H264 1920x1080 or WMV HD 1920x1080.

NOTE ON POSTERS: Posters are a valuable educational method. The format will be traditional paper posters as well as digital sharing of poster files. There will be formal poster sessions in which poster authors stand by their posters for poster discussion. In addition, posters will be rated by the Scientific Research, Grants & Awards Committee. The winning posters – judged in advance of the meeting via the digital version of the poster – will be asked to give oral presentation in the General Session in a special Oral Poster Session. Further details will be provided if you are accepted for a poster presentation.

2. CATEGORY

The online system will ask you to choose one category that best describes your abstract from the following list:

- | | | |
|--|---|---|
| 1. Anesthesia/ Sedation* | 10. Recipient site techniques* | 18. Ethnic variations |
| 2. Artistry and Aesthetics* | 11. Surgical techniques* | 19. Flaps, reductions, expansion |
| 3. Avoiding poor graft growth* | 12. Staffing, organization and efficiency* | 20. Hair cloning, duplication, and growth factors |
| 4. Complications* | 13. Diagnostic Methods – specifically Dermoscopy* | 21. Hair loss in women |
| 5. Ethical issues* | 14. Basic science update | 22. Marketing and internet issues |
| 6. Graft preparation, survival and growth* | 15. Consultation and Evaluation | 23. Non-AGA Hair Loss |
| 7. Hairline and Crown design* | 16. Density issues | 24. Post-operative issues |
| 8. Instrumentation* | 17. Donor harvesting and donor closure | 25. Other |
| 9. Non-surgical or medical therapies* | | |

*Highly seeking abstracts in categories marked with an asterisk.

3. THE ABSTRACT ITSELF

By following the instructions precisely the chances of your abstract being accepted increases. The abstract limit is 2,000 words, excluding title and authors. There are four types of Abstracts: (1) Abstract of Scientific Study; (2) Abstract on a Position; (3) Abstract of a Surgical Video; (4) Abstract on a Case for Live Patient Viewing.

Title – The title should be brief, clearly indicating the nature of the presentation. In the beginning of the online process you will be asked to enter the title. When entering your title online, use title case (do not use all caps), do not put a period at the end of the title, and do not bold the title. Do not enter the title in the body of the abstract.

Example of correct title: The Effect of Factor Z on Healing Decubitus Ulcers

Authors – List the authors according to the instructions given online. **Do not list the authors in the body of the abstract.**

Body – The online system requires you to enter the body of your abstract in one of two ways: 1) copy/paste from a Word document or 2) type the abstract. Use the correct format below for the type of abstract you are entering:

(1) ABSTRACTS OF SCIENTIFIC STUDIES should adhere to the following format:

- Introduction** – This should give background regarding the topic that you are writing about. This may include what prompted this study and what you are examining, studying or reporting.
- Objective** – This should be a statement explaining what you sought to establish, measure, observe or prove.
- Materials and/or Methods** – This should include how you carried out your study, what you examined and how you measured or analyzed the material or data. If your abstract is accepted, and you are selected to present you must disclose the methodology used to calculate all rates (e.g. survival rate, transection rates). Report on the number of hairs (if possible), and not only the number of grafts. If you have HairMass Index data, then please include it.
- Discussion/Results** – This should include what your analysis revealed and what it might lead to. Final data must be submitted. Only under extenuating circumstances will preliminary data be acceptable. Please indicate reason if this is the case.
- Conclusion** – Summarize what you proved or disproved. Include patient recommendations, if any. All patient recommendations involving clinical medicine will be based on evidence that is accepted within the profession of medicine as adequate justification for their indications or contraindications in the care of patients. All scientific research referred to, reported or used in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis. **If you refer to research that does not meet the generally accepted standards as described above, then you should indicate this and disclose that the patient recommendations are anecdotal.**

IMPORTANT: Abstracts that do not include final results and instead indicate “results will be presented in time for the meeting” will not be accepted.

(2) ABSTRACTS ON A POSITION should adhere to the following format:

- A. **Introduction**
- B. **Premise**
- C. **Substantiating Data**
- D. **Discussion**

(3) ABSTRACTS OF A SURGICAL VIDEO should adhere to the following format:

- A. **Introduction** – You should indicate that this is an abstract for a surgical video.
- B. **Technique** – Describe the type of surgery and technique that will be show.
- C. **Discussion** – Describe how it is different than other techniques and why it is interesting, important, or noteworthy.

(4) ABSTRACTS ON A CASE FOR LIVE PATIENT VIEWING should adhere to the following format:

- A. **Introduction** – You should indicate that this is a case for the Live Patient Viewing session. Include the patient's age, type of hair loss, and other statistics.
- B. **Treatment** – Include what the patient had done (type of procedure, how many grafts, technique) and the date of the procedure(s). Don't forget to attach before and after photos.
- C. **Discussion** – Include what is interesting or noteworthy about this case.

TABLES AND GRAPHICS

Please use the upload field to include graphics, photos and tables within your abstract. Only .gif and .jpg files are accepted formats for graphics. Be sure to set the resolution for your graphics to at least 300 dpi. Within the online system there is a feature to add a table. Specific information regarding moving your graphic or table within the abstract body is included in the Online Submission Program.

PHOTOGRAPHS – Proper pre- and post-operative photographs (before and after photos) are expected and should be included with the abstract.

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, and have good lighting.**

4. DISCLOSURES

You will be asked to disclose relevant commercial relationships and off-label usage as well as author release information on the online system. If you do not have anything to disclose, you must indicate this on the online abstract submission form. **Disclosure information for all authors is required upon abstract submission.**

5. BIOGRAPHY

You will be asked for a brief biography (100 words or less) for each abstract. The biographies will be printed in the Abstract Book. It is suggested that you tailor your biography specific to your expertise on the topic you are presenting.

Abstracts must be complete and received through the online submission system by April 3, 2018, 9:00am (EDT). You will be notified as to whether your abstract has been accepted for presentation via e-mail in May 2018.

TECHNICAL SUPPORT

If you have questions as you complete the process you may contact **OmniPress technical support** Monday-Friday from the hours 9:00am-5:00pm (Central Time/Chicago). Once logged in, click on "Support" at the top right to submit a support ticket

Note: Please do not contact the ISHRS headquarters for technical support. The ISHRS staff is not prepared to answer questions on the functionality of the OmniPress abstract system.

International Society of Hair Restoration Surgery
303 West State Street, Geneva, IL 60134 USA
Telephone: 1-630-262-5399 or 1-800-444-2737 – Fax: 1-630-262-1520
E-mail: info@ishrs.org
www.ISHRS.org

www.26thannual.org