Faculty Guidelines

As of December 18, 2025

GENERAL INFORMATION FOR ALL FACULTY

Register for the meeting
- All faculty must register and pay the standard registration fees for the meeting, as well as transportation and accommodation costs. There is not a discount for faculty. CLICK TO register for the meeting: https://aacs2026.cosmeticsurgery.org/register/

Hotel
- Don't forget to make your hotel reservations. CLICK TO view hotel rates and make your reservation: https://aacs2026.cosmeticsurgery.org/hotel/

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.

Photography and video policy
- Audience members are not permitted to take photographs or video in the educational sessions.

Recorded meeting
- All scientific sessions will be recorded and available to those who registered for the meeting for 3 months post-meeting. CME credit is not available for viewing the recording meeting.

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 approximately 500-600 in attendance with varying degrees of knowledge and experience in cosmetic surgery.

Questions? Contact:

Emily Middag, Program Manager
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emiddag@cosmeticsurgery.org

INFORMATION FOR LECTURING FACULTY

PRIOR TO THE ANNUAL SCIENTIFIC MEETING

Create your presentation
- All presenters are required to present in PowerPoint/Keynote or video formats. Sessions will be output in high definition.

PowerPoint slide template
- Download the AACS 2026 Annual Scientific Meeting PowerPoint template.

Presentation format
- **PowerPoint**
  - Create your PowerPoint in **16:9 format**. To change the slide size:
    - Select the Design tab of the toolbar ribbon.
    - Select the Slide Size icon near the far-right end of the toolbar.
    - Select Widescreen (16:9).
- **Video**
  Acceptable video formats:
  - PC - Windows Media Video (**.WMV**)
  - PC - MPEG4/AVC or H.264 (**.MP4**)
  - Mac – QuickTime H.264/AAC (**.MOV**)

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). See the table below for a guide on what to include on this slide.

Option 1 - I have no disclosures	Option 2 - I have disclosures (example)
Relevant to the educational content, I have no financial relationships with ineligible companies to disclose.	Relevant to the educational content, I have the following relationships with ineligible companies to disclose. All relationship(s) have been mitigated. - Speaker for <Company Y> and I received an honorarium payment - Royalties from <Company Z>

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, and have good lighting.

Send an advance copy of presentation to session moderator
- Your session moderator will contact you before the meeting and ask you to send them a copy of your presentation to preview. This is to assist them to prepare for the session.
- IMPORTANT: You MUST bring your final lecture slides with you to the meeting on a thumb drive and preload them at the Speaker Ready Room onsite - see below.

ONSITE - BEFORE YOUR SESSION

Upload presentation in the Speaker Ready Room one day prior to session
- 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.
  - Personal laptops cannot be used in the meeting rooms.
- You should bring your presentation to the meeting on a thumb drive for fast and easy file transfer.
- 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.

## Review and finalize uploaded presentation
- At the Speaker Ready Room, you should make sure all fonts appear as expected and all sound/video clips are working properly. You will be able to edit your presentation if necessary. The onsite A/V team will be present and able to assist you if needed.
- All editing must be completed 1 hour before the start of the session.

Speaker Ready Room: Location & Hours
- Location: MacDill Room, Level 2

Hours:

Wednesday, February 4, 2026	3:30 PM - 6:30 PM
Thursday, February 5, 2026	6:30 AM - 6:30 PM
Friday, February 6, 2026	6:30 AM – 6:00 PM
Saturday, February 7, 2026	7:30 AM – 1:30 PM
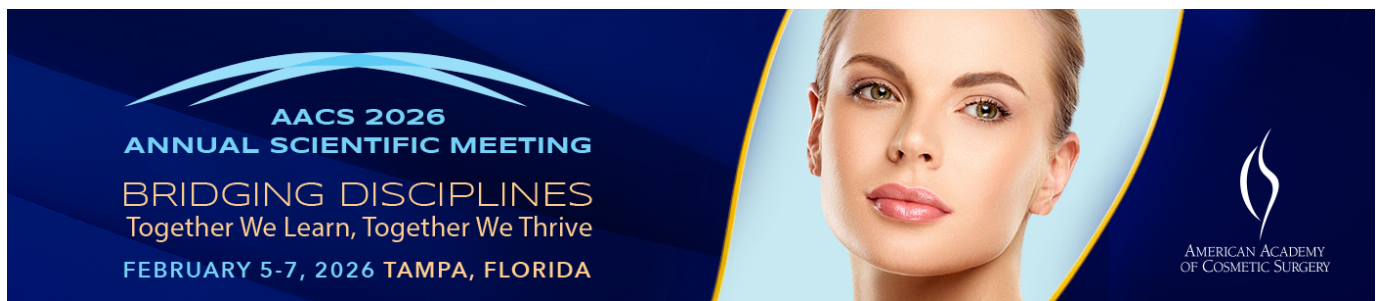
ONSITE - DURING YOUR SESSION

Arrive early
- You should arrive at your session room and make yourself known at the stage a few minutes before the session start time.

Mount the stage at beginning of session
- You should mount the stage at the beginning of your assigned session.
- The moderators and speakers will sit at the head table for the duration of the session.
  - The two moderators will sit in the chairs closest to the lectern. The speakers can sit in any of the remaining chairs at the head table (order is not important).

No laptops
- All meeting rooms will have presentation computers and confidence monitors. You may not bring your laptop to the podium.
- All meeting rooms are operated by A/V staff who are responsible for starting each presentation.

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 3 minutes remaining, and you should be summarizing and finishing. When they turn red, you have 1 minute left, and you must finish your presentation.

Green = Speak	Yellow = Summarize (3 minutes remaining)	Red = Finish up (1 minute remaining)

Importance of time management:
- Please respect your fellow faculty in your session and the audience by keeping your presentation within your allotted time. The program has been carefully planned, and delays cause knock on effects, impacting the speaking time of other presenters and time available for audience Q&A. Moderators will be monitoring the presentations, and if needed, the presentation will be shut off. We do not want an embarrassing situation, so please be mindful of this.