

INSTRUCTIONS FOR ABSTRACT, MANUSCRIPT and VIDEO SUBMISSIONS

IMPORTANT DATES

09/22/2008	Abstract Deadline (includes Videos and Tips & Tricks)
09/29/2008	Video Submission Deadline
10/31/2008	Notification of Abstract Acceptance/Decline
11/07/2008	Notification of Video Acceptance/Decline
12/29/2008	Manuscript Deadline
03/09/2009	PowerPoint Presentation Deadline

Failure to meet deadlines will result in exclusion from any presentation or submission for publication.

Abstracts

- 1) The deadline for paper and video abstract submission is September 22, 2008, 11:59:59 p.m. EDT, after which no abstracts will be accepted.
- 2) All abstracts including Tips & Tricks and Videos must be submitted electronically via the abstract submission site link on the SGS website found at www.sgsonline.org/meetings.php.
- 3) **Video submission requires both an abstract and a video.** The deadline for video submission is 9/29/08, 11:59:59 p.m. EST. **MPEG format is mandatory.** Windows based compatibility is required (No MAC or other programs). **Two copies of the video should be sent to:**

Thomas M. Julian, MD
University of Wisconsin
600 Highland Avenue
Madison, WI 53792
608-263-5573

Mailed Videos must be postmarked on or before 9/29/08.

Videos with case-series require IRB approval or waiver on or before 12/22/08.

- 4) **All presenters whose abstracts are selected for a PAPER podium presentation or an ORAL POSTER podium presentation MUST submit a manuscript in AJOG format on or before December 29, 2008.** Therefore, if you believe that it is unlikely that you will have a full manuscript ready by the deadline, do NOT check the "full oral presentation" or "oral poster presentation" box, as you will **not** be able to present without a manuscript. See further manuscript details below.

- 5) **IRB Approval** - IRB approval or waiver is required for submission of all abstracts. You will be required during online submission to indicate whether your study has been IRB reviewed. If approved you will be asked to enter the unique IRB identifier number in the space provided on the web form. If approval is waived by an IRB, SGS must receive a copy of the waiver letter on or before September 22, 2008. Animal studies require an approval from the institution's animal subject's board. The SGS Program Committee will assist with questions regarding IRB approval. Please email your questions to Dr. Peter Rosenblatt at plrosen@comcast.net. All appropriate IRB documentation may be emailed or faxed to Dr Rosenblatt (fax #: 617-497-7503). **Failure to meet this deadline will result in SGS inability to review your submission for the 2009 Meeting.**
- 6) A tip or trick consists of a new surgical, clinical or educational technique that improves gynecologic practice and teaching. It need not be governed by the standard requirements of clinical research. If a series of cases is used to demonstrate the value of the tip or trick, then an IRB approval or waiver is required in order to successfully submit the abstract.
- 7) Research presented at the SGS 2009 meeting (paper podium, oral poster, poster, tips & tricks, and video) **must not have been published prior to the meeting date or previously presented at a regional or national meeting.** Every year, presentations have had to be removed from the program because their authors thought that their work was an exception.
- 8) **ATTENTION CANDIDATE MEMBERS:** A **non-oral poster** may now be considered for the presentation requirement of the SGS membership process. All candidate submissions must include a manuscript as specified above. **All** candidate submissions must include a manuscript as specified above.

Disclosure

In order to comply with the ACCME's Updated Standards for Commercial Support, as the accredited provider of this activity, The American College of Surgeons has a disclosure process to ensure that anyone who is in a position to control the content of the education activity has disclosed to us all relevant financial relationships with any commercial interest (see below for definitions) as it pertains to the content of the presentation. Should it be determined that a conflict of interest exists as a result of a financial relationship you may have, you will be contacted and methods to resolve the conflict will be discussed with you. In addition, all affirmative disclosures must be revealed by a slide at the beginning of the presentation. **Failure or refusal to disclose or the inability to resolve the identified conflict may result in the withdrawal of the invitation to participate.**

- 1) All podium, poster and video presenters are required to disclose ALL relations with commercial organizations involved in gynecologic research, active over the 12 MONTH period preceding the meeting. A list of individuals who will be active at the annual scientific meeting and have an industry affiliation(s) will be printed in the program. Failure to comply with disclosure rules with complete honesty and openness will result in the individual forfeiting his or her right to present at the next annual meeting. The SGS Program Committee has no issue with industrial affiliation, but they do with failure to disclose that affiliation. The audience **MUST** be given the tools with which to judge a presentation in light of the author's interaction with industry.

Manuscripts

- 1) **ALL** paper podium presentations and oral poster podium presentations **MUST** submit a manuscript via the AJOG website. Non-oral poster presentations **may** submit a manuscript but are not required to do so (unless the presenter is a candidate member as noted above). See SGS website for specific instructions, due dates, and links. (An exception is described below under section 4).

- 2) All submitted manuscripts will be reviewed and considered for publication in the annual issue of the ***American Journal of Obstetrics & Gynecology*** that is devoted to the SGS scientific meeting. Submission does NOT guarantee acceptance.
- 3) **ALL** manuscripts are due in **FINAL American Journal of Obstetrics & Gynecology-ready form on or before December 29, 2008** with ALL AJOG accompanying documentation. All manuscripts are to be submitted through the AJOG editorial manager website at www.ees.elsevier.com/ajog. AJOG Instructions to Authors are also found at this address. For assistance with online submission or presentation contact Donna Stroud at 614-527-3820 or ajog@rroho.com.
- 4) Authors who do not wish their papers to be considered for publication in the *American Journal of Obstetrics & Gynecology* are still required to submit a manuscript in AJOG editorial format to the SGS Program Chairman. They should notify the Program Chairman, Dr. Rosenblatt, by e-mail of their intentions regarding an alternate journal or non-publication at plosen@comcast.net.
- 5) Manuscripts **cannot** be changed, altered or edited after submission. Manuscripts can be revised only as part of the AJOG review/revision cycle.
- 6) Manuscripts will be accepted or declined for publication based on their peer reviews, not upon their presentation at the meeting. There will also be a revision cycle for manuscripts prior to final acceptance.
- 7) The Program Committee reserves the right to reject for paper presentation any manuscript that it considers to be of inferior quality. Manuscripts must be judged by the Program Committee to be of a quality equal to that which normally appears in the *American Journal of Obstetrics & Gynecology*.
- 8) **All submitted oral presentation (selected full oral and oral poster) manuscripts are considered for the President's Prize Awards.**

Presentations

Paper Presentations and Oral Poster Presentations

- 1) Paper presentations cannot be longer than **8 minutes**. **At the end of 8 minutes the microphone will be turned off and the remaining slides will be shown**. This will be followed by a 2 minute discussant critique, 1 minute author rebuttal and 4 minutes of Q & A from the floor. One week prior to the meeting, the discussant will provide the presenter with one to two questions to be answered during the rebuttal.
- 2) **NOTE TO DISCUSSANTS:** To ensure enough time for audience questions, the **discussant will be strictly limited to 2 minutes**. Please use the allotted time exclusively to clarify the questions and/or critique the paper. **Do not read your slides, summarize the details of the presentation or review your clinical or research experience in this topic.**
- 3) Oral Poster presentations are **4 minutes**. **At the end of 4 minutes the microphone will be turned off and the remaining slides will be shown**. Oral posters will be presented in groups of three followed by a 10 minute Q & A. See "Posters" for regulations concerning those aspects of posters unrelated to presentation.
- 4) There is no number limitation on slides. Suggested guidelines for slide number are suggested below. A disclosure slide *is required* after the title slide. Only PowerPoint presentations will be accepted. The SGS Research Committee will assist any presenter who is not familiar with PowerPoint. Please contact Joe Shaffer (Joseph.Schaffer@UTSouthwestern.edu) before February 12, 2009 if you need assistance.

Suggested guidelines for full oral slide presentations are as follows:

Title (1 slide) (recommend brief thank you only- time is limited!)
Disclosure (1 slide)
Background (1 slide)
Objective (primary aim and secondary aim, etc) (1 slide)
Methods (1-2 slides)
Results -tables, figures, etc (3 slides)
Strengths/ limitations of study (1 slide)
Conclusion (1 slide)

Suggested guidelines for oral poster presentation are as follows:

Title (1 slide)
Disclosure (1 slide)
Background (1 slide)
Method (1 slide)
Results (1-2 slides)
Conclusion (1 slide)

- 5) **Final PowerPoint presentations should be uploaded** at www.sgsonline.org on or before **March 9, 2009** or oral presentation cannot take place. All presenters are also required to bring a back-up copy (CD or flash/jump) of their presentation to the meeting.
- 6) **NO changes are allowed after online submission of PowerPoint presentations. NO changes will be permitted at the meeting.**

Tips & Tricks

- 1) A tip or trick consists of a new surgical, clinical or educational technique that improves gynecologic practice and teaching. It need not be governed by the standard requirements of clinical research. If a series of cases is used to demonstrate the value of the tip or trick, then an IRB approval or waiver is required in order to successfully submit the abstract.
- 2) Tips & tricks presentations are **3 minutes. At the end of 3 minutes the microphone will be turned off and the remaining slides will be shown.** Tips & tricks will be presented in groups of three followed by a 6 minute Q & A.
- 3) There is no number limitation on slides. Suggested guidelines for slide number are suggested below. A disclosure slide *is required* after the title slide. Only PowerPoint presentations will be accepted. The SGS Research Committee will assist any presenter who is not familiar with PowerPoint. Please contact Joe Shaffer (Joseph.Schaffer@UTSouthwestern.edu) before February 16, 2009 if you need assistance.

Suggested guidelines for Tips & Trick presentations are as follows:

Title (1 slide)
Disclosure (1 slide)
Background (if needed)
The tip or trick (1-3 slides)
Conclusion (1 slide)

- 4) Final PowerPoint presentations should be uploaded at www.sgsonline.org on or before **March 9, 2009** or oral presentation cannot take place. All presenters are also required to bring a back-up copy (CD or flash/jump) of their presentation to the meeting.
- 5) **NO changes are allowed after online submission of PowerPoint presentations. NO changes will be permitted at the meeting.**

Videos

- 1) The length of a submitted video cannot exceed 10 minutes. Video presentations will be followed by a 2 minute discussant critique, 1 minute response and then 2 minute of audience Q & A.

Posters

- 1) Allowed poster size will be a maximum of 4'H x 8'W.
- 2) Posters from authors up for SGS candidacy will include a large label stating "SGS Candidate Member."
- 3) Oral posters will also be identified.
- 4) The audience will be asked to view oral posters prior to their presentation.
- 5) Oral & non-oral poster presenters must attend their posters during the breaks on Monday, March 30 and Tuesday, March 31, 2009 from 11:15am to 12:00pm.

2009 Program Committee Members

Peter Rosenblatt, Program Chairman
Thomas Julian, MD, Video Chairman
Andrew Walter, MD, Senior Program Chair
Matthew Barber, MD, Junior Program Chair
Patrick Culligan, MD, Member at Large
Eman Elkadry, MD, Member at Large
Roger Goldberg, MD, Member at Large
Joseph Schaffer, MD, SGS Research Committee
R. Edward Varner, MD, Secretary-Treasurer
Stephen Metz, MD, Assistant Secretary-Treasurer
Melinda Letterman, SGS Administrator
Carole Myers, SGS Meeting Planner/Program Coordinator
Thomas Nolan, MD, SGS President