SGS 2026 Annual Scientific Meeting - Abstract and Video Submission Instructions

1. Your abstract must be prepared in English

2. To ensure that article referees or peer reviewers do not know your identity (as author[s] of the abstract being reviewed), you will need to make sure that you remove any information in the actual abstract (including footnotes and acknowledgments) that could identify you, and disguise all references to personally identifiable information such as the research institution where your work was carried out. Also exclude references to grants awarded to named persons, refer to your own references in the third person.

3. Your abstract word count should NOT exceed 500 words. In addition you may add two (2) tables and two (2) images to your abstract. All uploaded images/tables must be in .jpg format.

4. Structure of your abstract:

   - Introduction: Describe the background supporting the relevance of the research question

   - Objective: State the purpose of the study or investigation.

   - Methods: State details on study subjects, techniques, and/or observational/analytical methods.

   - Results: Include your main findings, noting statistically significant data.

   - Conclusions: Summarize principal conclusions, emphasizing new and important aspects.

5. Nonproprietary (generic) names should be given the first time a drug is mentioned in the body of the abstract and should be written in lowercase letters, e.g., acetaminophen. The first letter of a proprietary name is always capitalized, e.g., Tylenol.

6. Use standard abbreviations. Place unusual abbreviations between parentheses (…) after the first appearance of the word.

7. SGS does not accept abstracts that have already been published or have been previously presented at other North American meetings in the field of gynecology.

8. SGS allows those submitting abstracts to choose from among the following presentation format options.

   1. Oral Presentation (podium)

   2. Oral Poster (podium)

   3. Poster/E-Poster Presentation (non-oral)

   4. Video Presentation (video)

Those submitting for Oral Presentation MUST submit a manuscript in journal format by Friday, January 10, 2025. SGS requires these manuscripts solely for purposes of reviewing them for SGS awards. If you believe it is unlikely that you will have a full manuscript ready by the deadline, do NOT check the "full oral presentation" as you will not be able to present without a manuscript.

Those submitting for Oral or Non-Oral poster presentations may submit a manuscript but are not required to do so (unless the presenter is a member candidate).

Questions about all submissions can be sent to meeting@sgsonline.org.

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9. Late-breaking abstract submissions are intended to allow for the timely presentation of high-impact trials from studies for which no preliminary data was available at the time of the original submission deadline (September 28, 2025). The abstract author must indicate why the abstract is being submitted as a late-breaking abstract, and can select one of the following reasons:

   - Original article or research study that is determined by SGS to be a study of priority to advance a specified SGS mission

   - Results of phase III clinical trials

   - Results of phase II clinical trials

   - Extraordinary findings from a basic science investigation

   - Interim analyses of phase III trials that describe important secondary endpoints

   - Prospective multi-institution clinical trials

   Video abstracts may <u>not</u> be submitted as late-breaking abstracts.

10. Acknowledgement: If you do not follow these instructions, your abstract may be declined.

   Video Submission Instructions

   The below criteria must be met for acceptance of video presentation.

   - Maximum duration: 7 minutes

   - File cannot be above the 500 MB

   - Video must not have been presented prior to the meeting at an international, national or regional CME meeting.

   - Videos must have English narration

   - MUST include full disclosure information for ALL authors at the beginning of the video. All videos submitted without disclosures will not be considered for presentation.

   - Please ensure that your videos protect patient anonymity and integrity.

   - The preferred resolution is 1280x720p (16:9 aspect ratio) HD video.

   - Acceptable file formats are mp4, avi and mpeg4.

   PLEASE REMOVE ALL PRODUCT LOGOS/NAMES FROM VIDEO - if a video is submitted with the product name/logo included, the video will be disqualified from consideration.