



Promoting the Highest Standards for Gynecologic Surgical Care

SGS ANNUAL SCIENTIFIC MEETING
March 19-22, 2023

**INSTRUCTIONS FOR ABSTRACT, MANUSCRIPT
and VIDEO SUBMISSIONS**
IMPORTANT DATES

09/15/2022	Abstract and Video Deadline
10/28/2022	Notification of Abstract and Video Acceptance/Decline
11/06/2022	Late Breaking Abstracts Deadline
01/02/2023	Manuscript Deadline
02/21/2023	PowerPoint Presentation Deadline

**Make sure to meet all deadlines to qualify for
presentation or publication.**

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

Abstract and video submissions are not limited to SGS members. Please contact Dr. Amy Park at parkamy@gmail.com with any questions.

**Important note: The submitting author is responsible for reporting
the disclosure information for *each* author *prior to submission*.**

General Guidelines

1. The deadline for LATE BREAKING paper and video abstract submission is **November 6 2022, 11:59:59 p.m. EST**. No abstracts will be accepted after this time.
2. 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. If you submit a late breaking abstract please clarify on the submission form why this abstract is a late breaking abstract and has not been submitted by the original deadline (September 15).
3. All abstracts including Videos will be submitted electronically via the [abstract submission site](#).

4. There is no limit on the number of abstracts you may submit or present.

5. AUTHOR INFORMATION:

- Abstract and video submissions are open to non-SGS members.
- Enter all authors in the order they should appear in the heading of the abstract. The name of the Contact Author will appear in the first author position. This is a convenience feature and can be changed if desired. **Please make sure that you search for an author record of your co-authors before a new account is created.** The abstract cannot be submitted until this step is completed. An email address must be provided for every author listed on an abstract.
- The submitting author must complete and certify the disclosures for every author at the time of submission.
- Enter institutional affiliations for each author. You do not need to enter institutions in a particular order to be able to designate author affiliations. A maximum of three (3) institutional affiliations will be allowed per author.

Information that identifies individuals, institutions, networks, or collaboratives are NOT permitted in the title or the body of the submission. A penalty to the average score will be assessed to any abstract who does not comply with the rule. The abstract must comply with this rule for video submissions; however, the video may include identifying information listed above.

- This oversight affects at least one abstract a year and the program committee kindly requests your attention to this detail.
 - **Do not mention the support of work by a research grant in the text of the abstract.** Instead, you will find a field for documenting this later in the process, allowing us to preserve the blinding process.
6. Nonproprietary (generic) names should be given the first time a drug is mentioned in the body of the abstract and should be written in lower-case letters, e.g., acetaminophen. The first letter of a proprietary name is always capitalized, e.g., Tylenol.
7. **All presenters whose abstracts are selected for a full oral presentation MUST submit a manuscript in AJOG format by Monday, January 2, 2023.** 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" as you will **not** be able to present without a manuscript. See further manuscript details below. **Please note that an Oral Poster requires both an oral presentation and a poster presentation.**
8. **IRB Approval** - IRB approval or waiver is required for the 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 November 6, 2022. Animal studies require approval from the institution's animal subject's board. Multi-center studies require IRB approval or waiver from the Principal Investigator's site only. We will need IRB approval for surgery videos if a case series of 3 or more patients are present. Patient consent documentation is needed if the patient could be identified during the video. The SGS Program Committee will assist with questions regarding IRB approval.

Please email your questions to Dr. Amy Park at parkamy@gmail.com. **All appropriate IRB documentation must be uploaded in PDF during online submission. Failure to meet this deadline will result in our inability to consider your submission for the 2023 Meeting.**

9. Research presented at the SGS 2023 meeting (oral presentation, oral poster, poster, and video) **must not have been published prior to the meeting or previously presented at an international, national, or regional CME meeting.** Your submission will be withdrawn if it is found to have been previously published or presented.
10. **SUBMITTING YOUR ABSTRACT:** If you have not completed all required sections/items, you will not be able to submit your abstract. In the case of missing items, follow the prompts to enter the missing information.
11. **ATTENTION MEMBER CANDIDATES:** Member Candidates must present an original research study within three years of applying for membership. The member candidate must be listed as the first author on the abstract and must be the individual to present the work at the meeting. **All** member candidate submissions, regardless of presentation type awarded, must include a full manuscript submission in AJOG format (see below).

Oral/Oral Poster/Non-Oral Poster Submissions

1. **CHARACTER LIMIT:** There is a limit of 3,000 characters (including spaces) for the text of your abstract submission. This count includes the abstract body. The character count does not include the authors' names.
2. **TITLE:** The title must be brief and clearly indicate the nature of the investigation. The title should be entered in mixed case. This means that you capitalize almost all of the first letters of each word. You can use a case converter tool to confirm which words should be capitalized. PLEASE do not enter the title in all capital letters. No abbreviations can be used in the title.
3. **ABSTRACT BODY:** The abstract should be organized as follows:
 - (a) objectives of the study
 - (b) materials and methods used
 - (c) a summary of results, presented in sufficient detail to support the conclusion
 - (d) a statement of conclusions reached. It is not satisfactory to state "The results will be discussed . . ." or "Other data will be presented."

Do not use subtitles, e.g., methods, results, etc., within the abstract body, because there is a text box for each of these parts of the abstract. Failure to follow this format will result in a low priority score and may cause disqualification of your abstract.

4. **TABLES AND IMAGES:** You may add two (2) tables and two (2) images to your abstract. For each row in the table, 50 characters will be deducted from the total character count. Images will not deduct from the total character count. The purpose of uploading an image or figure will be to serve as a component of the abstract review by the scientific program committee. All uploaded images must be in .jpg format. If the abstract is selected for presentation at the meeting, the images will not be included in the published journal of abstracts.

5. **KEYWORDS:** You are required to enter one (1) keyword on your abstract submission.

6. All abstracts accepted as an oral poster are required to prepare both a short oral presentation and poster presentation.

7. **All presenters whose abstracts are selected for a full oral presentation MUST submit a manuscript in AJOG format on or before Monday, January 2, 2023.**

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" as you will not be able to present without a manuscript. Oral posters do not require a manuscript, but those authors are encouraged to write and submit one.

8. **Please note that an Oral Poster requires both an oral presentation and a poster presentation.**

9. For **ORAL PRESENTATION** and **ORAL POSTER** presentations, you must upload 16:9 PowerPoint slides by February 21, 2023. **ORAL POSTER** and **NON-ORAL POSTER** presenters must upload an E-Poster in jpg format by February 21, 2023. Upload links will be located in the Presenter Information page of the SGS website. If the presentation files are not received by the deadline, you may be disqualified.

[Video Submissions](#)

Videos will be presented as one of these options: general session from the podium, Video Fest during one afternoon of the meeting, and in the Video Café available on-demand to all attendees. The opportunity offered to each accepted video will be determined by the committee.

1. Video submissions require **both** an abstract and a video.
2. **CHARACTER LIMIT:** There is a limit of 2,000 characters (including spaces) for the text of your abstract submission. The character limit does not include the authors' names.
3. **ABSTRACT BODY:** The abstract should be organized as follows:
 1. (a) a sentence describing the objective of the video
 2. (b) a brief description of the video
 3. (c) a concluding statement.

Do not use subtitles, e.g., methods, results, etc., within the abstract body. Failure to follow this format will result in a low priority score and may cause disqualification of your abstract.

4. Information that identifies individuals, institutions, networks, or collaboratives are NOT permitted in the title or the body of the submission. A penalty to the average score will be assessed to any abstract who does not comply with the rule. The abstract must comply with this rule for video submissions; however,

the video may include identifying information listed above.

5. **KEYWORDS:** Up to six (6) key words should be selected from the drop-down menu of words used for searching within the SGS Video Library. You are required to enter at least three (3) key words.
6. **Maximum length is 7 minutes.** Longer videos are NOT eligible for presentation at the general session or Video Fest.
7. **Videos must not have been presented prior to the meeting at an international, national, or regional CME meeting.**
8. **Video MUST be in MP4 file type and in 16:9 (widescreen) format.**
9. Videos **MUST** have audio narration. Any video submitted without audio narration will not be considered for presentation.
10. Videos **MUST** include full disclosure information for **ALL** authors at the beginning of the video. Any video submitted without disclosures will not be considered for presentation.
11. Videos should be recorded at the highest possible quality. Higher definition will not only be visualized better on bigger screens but also can be degraded to a lower definition if necessary.
12. **Before uploading the video file, please rename the video file using this naming convention: First should be the abstract control number (provided when the submission is started) followed by an underscore, then the last name of the contact author. Example: 6066251_Smith.**

Questions regarding videos should be directed to the Video Chair:

Dobie Giles, MD
SGS Video Program Chair
University of Wisconsin – Madison
giles2@wisc.edu

Reporting of Disclosures

In order to comply with the ACCME's Updated Standards for Commercial Support, as the accredited provider of this activity, Cedars-Sinai 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). 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. **Failure or refusal to disclose or the inability to resolve the identified conflict may result in the withdrawal of the invitation to participate.**

All authors for podium, poster and video presentations are required to disclose ALL financial relationships with commercial interests involved in producing health-care goods or services, active over the 24-MONTH period preceding the meeting whether or not this relationship is directly related to the material being presented. The abstract submitter must input the disclosure information for each named

author to complete abstract submission. 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.

In addition to providing this information at the time of abstract submission, full disclosures for all authors must be shown on a slide at the beginning of any type of presentation.

- **Commercial Interest**
The ACCME defines a "commercial interest" as any proprietary entity producing health care goods or services, with the exemption of non-profit or government organizations and non-health care related companies.
- **Financial relationships**
Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities for which remuneration is received, or expected.
- **Independent contractor:** (including contracted research), consulting, speaking, and teaching, membership on advisory committees or review panels, board membership, and other activities for which remuneration is received, or expected.

Manuscripts

ALL full oral presentations **MUST** submit a manuscript via two ways:

- To the *AJOG* website, unless they wish not to be considered for publication with *AJOG* publication devoted specifically to the SGS scientific meeting described in section 2 below.
- To SGS via upload link in the presenter information section of the main scientific meeting web page.

Oral Poster presentations and non-oral poster presentations may submit a manuscript but are not required to do so (unless the presenter is a member candidate).

1. **ALL** manuscripts are due in **FINAL American Journal of Obstetrics & Gynecology format on or before January 2, 2023**, 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@rrohio.com.
2. All submitted manuscripts will be reviewed and considered for publication in the annual *AJOG* issue devoted to the SGS scientific meeting. Authors who do not wish their papers to be considered for publication in *AJOG* are still required to submit a manuscript in *AJOG* editorial format to SGS through the SGS website. They should notify Vivian Gies by e-mail of their intentions regarding an alternate journal or non-publication at vivian@sgsonline.org.
3. Manuscripts **cannot** be changed, altered, or edited after submission other than as part of the *AJOG* review/revision cycle.

4. Manuscripts will be accepted or declined for publication based on the standard peer-review process. Presentation at the meeting does not guarantee paper acceptance. The standard revision cycle for manuscripts will be followed prior to the final paper acceptance decision.
5. The Scientific Program Committee reserves the right to reject a full oral presentation even after initial acceptance for a manuscript that it considers being of poor quality. The Scientific Program Committee must judge manuscripts as equal to that which normally appears in the *American Journal of Obstetrics & Gynecology*.
- 6. All submitted manuscripts, regardless of abstract presentation format, are considered for the President's Prize Awards.**

President's Award Program

The Society of Gynecologic Surgeons is pleased to announce prize awards of \$500 for the Best Fellow or Resident Paper, Best SGS Member or Non-Member Paper, and Best Video Presentation.

All submitted manuscripts and videos are considered for the President's Prize Awards.

SGS reserves the right to choose not to award the prize if manuscripts received for a specific meeting are of insufficient merit.

David H. Nichols Award

The David H. Nichols Award of \$500 is given to the best vaginal surgery manuscript or video. All accepted vaginal surgery manuscripts and videos are considered for the award.

2023 Program Committee

- Cheryl Iglesia, MD, FACOG - SGS President
- Amy Park, MD - Scientific Program Chair
- Sawsan As-Sanie, MD - Scientific Program Co-Chair
- Keith Downing, MD – Abstract Review Committee Chair
- Dobie Giles, MD – Video Review Committee Chair

SGS Contact Information

All SGS abstract questions should be to emailed to Vivian Gies at vivian@sgsonline.org.