SGS ANNUAL SCIENTIFIC MEETING
March 11-14, 2018
INSTRUCTIONS FOR ABSTRACT, MANUSCRIPT and VIDEO SUBMISSIONS

IMPORTANT DATES

09/12/2017	**Abstract and Video Deadline**
10/23/2017	**Notification of Abstract and Video Acceptance/Decline**
12/07/2017	**Manuscript Deadline**
02/09/2018	**PowerPoint Presentation Deadline**

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

Abstract and video submission is not limited to SGS members. Please contact Dr. Andrew Cassidenti at abruin4ev@aol.com with any questions.

Important Note on Disclosure:
The submitting author is responsible for reporting the disclosure information for *each* named author. Disclosures of all authors is now a step which must be completed *prior to submission.*

Further instruction on reporting disclosures provided below

Abstracts

1) **The deadline for paper and video abstract submission is Tuesday, September 12, 2017, 11:59:59 p.m. EST, 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 https://sgs2018.abstractcentral.com**

3) **CHARACTER LIMIT: There is a limit of 3,300 characters for the text of your abstract submission. This includes the title and abstract body, as well as all spaces (The character count does not include the authors).**

4) **Information that identifies individuals, institutions, networks or collaboratives are NOT permitted in the title or the body of the submission**

5) **All presenters whose abstracts are selected for a PAPER podium presentation MUST submit a manuscript in AJOG format on or before Friday, December 7, 2017.** 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.**

6) **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 12, 2017**. Animal studies require an approval from the institution's animal subject's board. Multi-center studies require IRB approval or waiver from the Principal Investigator's site only. For tips & tricks, IRB approval or waiver is required if a case series is used to demonstrate the value of the tip or trick. For surgery videos, IRB approval is needed only if a case series is presented. 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. Andrew Cassidenti at abruin4ev@aol.com. All appropriate IRB documentation must be uploaded (pdf) during online submission. **Failure to meet this deadline will result in our inability to consider your submission for the 2018 Meeting.**

7) 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.

8) Research presented at the **SGS 2018 meeting** (paper podium, oral poster, poster, tips & tricks, and video) **must not have been published prior to the meeting date or previously presented at an international, national or regional CME meeting.**

ATTENTION MEMBER CANDIDATES: Member Candidates must present an original research study within three years of applying for membership. The member candidate should be listed as the first author on the abstract, and must be the individual to present the work at the meeting. Final approval will be announced via email. **All** candidate submissions for oral/non-oral abstracts must include a manuscript as specified above.

Video Submissions:

NOTE: Video submissions require ***both*** an abstract and a video.

Videos should be a **maximum** of **7 minutes** in length.

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

For optimal video quality, presenters should follow these guidelines and specifications:

•**Video MUST be in the formats of .MPEG, .WMV, .MOV or .MP4.** If other formats are submitted, we are able to convert them for you so it can play on our computers. However, it will result in loss quality of the final output.

•Videos **MUST** have audio narration. All videos submitted without audio narration will not be considered for presentation.

•Videos **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.

•When video is shot from its original source such as camera, it should be recorded at the highest possible quality the camcorder can capture. The higher the resolution the better it will look on bigger screens. Also, it allows for a room to degrade if conversion is necessary.

•After the original source is transferred to a computer for narration purposes, please render it at widescreen (16:9). 16:9 is required for the final output of the video.

One copy of the video should be uploaded to: https://eng.us/sgs2018

Before uploading the video file, please rename the video file using a two part naming convention. The first part should be the ScholarOne abstract number followed by an underscore. The second part should be the last name of the contact author.

In the "Add A Message" box be sure to type in your name, the video title and abstract number.

All file formats are acceptable. Any file larger than 2GB will require assistance from ENGAUGE. Please call ENGUAGE at 888.615.7874 or **support@eng.us** for that or any other questions.

Videos with case-series require IRB approval or waiver at the time of video abstract submission.

Questions regarding videos should be directed to the Video Chair:

Michael Moen, MD
SGS Video Program Chair
Illinois Urogynecology
847-825-1590
michael.moen@advocatehealth.com

Reporting of Disclosures

In order to comply with the ACCME's Updated Standards for Commercial Support, as the accredited provider of this activity, Oakstone Publishing, LLC 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, **full disclosures for all authors** 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**.

All authors for podium, poster and video presentations are required to disclose ALL financial relationships with commercial interests involved in producing healthcare goods or services, active over the 12 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 prior to 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.

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. ACCME considers relationships of the person involved in the CME activity to include financial relationships of a spouse or partner.

Manuscripts

1) **ALL** full oral podium presentations **MUST** submit a manuscript via the AJOG website. Oral poster podium presentations and Non-oral poster presentations **may** submit a manuscript but are not required to do so (unless the presenter is a member candidate as noted above). A copy of this manuscript must also be uploaded through the SGS website. 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 7, 2017** 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. A copy of all manuscripts must also be uploaded to the SGS website.

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 Scientific Program Chair through the SGS website. They should notify the Scientific Program Chair, Dr. Andrew Cassidenti, by e-mail of their intentions regarding an alternate journal or non-publication at abruin4ev@aol.com.

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.**

2018 Program Committee

Andrew Cassidenti, MD - Scientific Program Chair
Brittany Star Hampton, MD - Scientific Program Co-Chair
John Gebhart, MD - SGS President
Rajiv Gala, MD - SGS President Elect
Vivian Sung, MD - SGS Immediate Past President
Robert Gutman, MD - Past Scientific Program Chair
Peter Jeppson, MD – Abstract Review Chair
Michael Moen, MD – Video Review Chair
Lennie Siegel, SGS Staff