

INSTRUCTIONS FOR PRESENTERS

SGS ANNUAL SCIENTIFIC MEETING – March 29-April 1, 2020 IMPORTANT DATES

Friday	1/3/2020	Manuscript Deadline
Friday	2/7/2020	Notification Deadline for change in designated presenter
Monday	3/2/2020	Registration for Meeting Deadline to be included in program
Tuesday	3/3/2020	PowerPoint Presentation Deadline

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

Manuscripts

- 1) **ALL** full oral presentations **MUST** submit a manuscript via the AJOG website. Oral poster and non-oral poster presentations **may** submit a manuscript but are not required to do so (unless the presenter is a member candidate). 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 January 3, 2020** 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) **In addition, to be eligible for SGS awards, please upload a copy of your manuscript to SGS by the January 3, 2020 deadline via the manuscript upload link located on the SGS website.**
- 5) 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 SGS via the manuscript upload link located on the SGS website. They should notify the Scientific Program Chair, Dr. Culligan, by e-mail of their intentions regarding an alternate journal or non-publication at patrick.culligan@mybladdermd.com.
- 6) Manuscripts cannot be changed, altered or edited after submission. Manuscripts can be revised only as part of the AJOG review/revision cycle.
- 7) 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.

- 8) The Program Committee reserves the right to reject for podium 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*.

- 9) **All submitted oral presentation (full oral and oral poster) manuscripts are considered for the SGS President's Prize Awards.**

Presentations

Please note: ALL PRESENTATIONS (oral, poster, tips/tricks, and video) REQUIRE a full disclosure slide for ALL AUTHORS. Failure to provide this information will result in removal of your presentation from the SGS meeting

Paper Presentations and Oral Poster Presentations

- 1) Full oral 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. Two weeks 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 3 minute Q & A. See "Posters" for regulations concerning those aspects of posters unrelated to presentation. Oral Poster presenters are **required** to also present a printed poster. The presentation in the general session for an oral poster is meant to present the highlights of a study, not a thorough presentation of the study in detail. It should serve as a "preview" and an invitation to view and consider the poster itself.
- 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.

Suggested guidelines for full oral slide presentations are as follows:

Disclosure (1 slide)
Title (1 slide) (recommend brief thank you only- time is limited!)
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:

Disclosure (1 slide)

Title (1 slide)

Background (1 slide)

Method (1 slide)

Results (1-2 slides)

Conclusion (1 slide)

Remember you also need to make a poster.

- 5) **Final PowerPoint presentations must be uploaded** at www.sgsonline.org on or before **March 3, 2020** or oral presentation cannot take place. Presentations should be formatted in widescreen, **16:9 dimensions** (or "on screen show" under Page Setup). All presenters are also required to bring a back-up copy (thumb drive) 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. Please do not ask for your presentation to be the exception as the request will be respectfully denied.**
- 7) Any change of presenter of your accepted oral presentation must be communicated to lennie@sgsonline.org by Friday, February 7, 2020.
- 8) All presenters must register for the meeting by March 2, 2020. Presenters not registered by March 2, 2020 will be removed from the scientific program.

Videos

- 1) The length of a submitted video cannot exceed 7 minutes. The video will be followed by 3 minutes of Q & A from the floor. All videos, including at the Videofest, have the opportunity for Q&A.
- 2) All Video and Videofest presenters must register for the meeting by March 2, 2020.
- 3) Video submissions cannot be altered following acceptance.

Posters

- 1) Allowed poster size will be a maximum of 4'H x 8'W.
- 2) There will be designated Poster Sessions on Monday, March 30 and Tuesday, March 31 during the morning breakfast hour (6:30 am – 7:30 am). Poster presenters (Oral Posters and Non-Oral Posters) will receive an email stating which morning they have been assigned to stand in front of their posters.

- 3) Oral poster presenters as well as non-oral poster presenters are required to create and display posters at the SGS Annual Meeting.**
- 4) As per SGS policy, any poster presenter who fails to present their poster will be banned from presentation at future SGS Annual Scientific Meetings for the following two years.
- 5) All Oral Poster and Non-Oral Poster presenters must register for the meeting by March 2, 2020.

2020 Program Committee

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