

# **INSTRUCTIONS FOR PRESENTERS (Live and Virtual)**

**(Additional Instructions for Virtual Presenters Available at a Later Date)**

## **SGS ANNUAL SCIENTIFIC MEETING – June 27-30, 2021 IMPORTANT DATES**

Monday 3/1/2021	Manuscript Submission Deadline
Wednesday 3/31/2021	Presenter Meeting Registration (Live or Virtual) Deadline (Due to social distancing requirements at the property, registration will be limited to 300 live participants. We suggest you register as soon as possible in order to secure your spot at the meeting.)
Friday 4/2/2021	Notification Deadline for change in designated presenter
Monday 5/10/2021	E-poster Submission Deadline
Monday 5/17/2021	PowerPoint Presentation Submission Deadline

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

### **Manuscripts**

- 1) **ALL** manuscripts are due in **FINAL American Journal of Obstetrics & Gynecology format on or before March 1, 2021** with ALL AJOG accompanying documentation. All manuscripts are to be submitted through the AJOG editorial manager website at [www.ees.elsevier.com/ajog](http://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](mailto:ajog@rrohio.com).
- 2) Requirement for manuscripts:
  - **ALL** full oral presentations **MUST** submit a manuscript.
  - Oral poster and non-oral poster presentations **may** submit a manuscript but are not required to do so.
  - All member candidates **must** submit a manuscript regardless of presentation type.
  - Any presentation that wishes to be considered for SGS Awards **must** submit a manuscript.
- 3) Please provide **two separate** uploads of manuscripts:
  - First, to AJOG via [www.ees.elsevier.com/ajog](http://www.ees.elsevier.com/ajog)
    - This is reviewed through the usual AJOG process for the purpose of possible publication.
  - Second, to SGS via a [DropBox link](#) found on the SGS website.
    - All manuscripts submitted to the DropBox link should be saved with the Final ID and Presenting Author's Last Name (EXAMPLE: Oral Presentation 01\_Smith).
    - This copy will include both those manuscripts not being submitted to AJOG as well as those submitted to AJOG site.

- This copy is reviewed by the abstract review committee members with the purpose of providing a short list of manuscripts for each prize category to submit to the SGS President to determine award winners.
- 4) All manuscripts submitted via the [AJOG link](#) will be reviewed and considered for publication in the annual issue of the ***American Journal of Obstetrics & Gynecology*** dedicated to the SGS Scientific Meeting. Submission of a paper does NOT guarantee acceptance. Manuscripts will be accepted or declined for publication based on their peer reviews and the standard AJOG process. Acceptance for presentation at the meeting does not impact acceptance for publication, and historically the acceptance rate for meeting papers is similar to the baseline rate. There will also be a standard revision cycle for manuscripts prior to final acceptance.
  - 5) **In addition, to be eligible for SGS awards, please upload a copy of your manuscript to SGS by the March 1, 2021 deadline via the manuscript upload link located on the SGS website.**
  - 6) 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 [DropBox link](#) located on Presenter Information page on the SGS website. They should notify the Scientific Program Chair, Dr. Schimpf, by e-mail of their intentions regarding an alternate journal or non-publication at mschimpf@umich.edu.
  - 7) Manuscripts **cannot** be changed, altered, or edited after submission. Manuscripts can be revised only as part of the AJOG review/revision cycle.
  - 8) The Program Committee reserves the right to reject for podium presentation any presentation whose manuscript is considered 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 manuscripts are considered for the SGS President's Prize Awards.

## **Disclosures**

**ALL PRESENTATIONS (oral, oral poster, and video presentations) REQUIRE a disclosure slide for ALL AUTHORS. All posters should include this information on the poster. Failure to provide this information will result in removal of your presentation from the SGS meeting.**

## **Full Oral Presentations and Oral Poster Presentations**

- 1) **Full oral** presentations are **8 minutes long. At the end of 8 minutes the presenter will be asked to conclude briefly.** 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.

The program committee asks that you follow this guideline out of courtesy to other presenters to keep the meeting on time.

- 2) **NOTE TO DISCUSSANTS:** To ensure time for audience questions, the **discussant will be strictly limited to 2 minutes**. Please use your time exclusively to clarify and/or critique the paper. **Do not summarize the details of the presentation, or review your experience in this topic.**

Prior meeting evaluations have given us the feedback that meeting attendees want to be able to ask questions. Please allow them this courtesy.

- 3) **Oral Poster** presentations are **4 minutes long. At the end of 4 minutes, the presenter will be asked to conclude briefly**. Oral posters will be presented in groups of three followed by a 3-minute Q & A. 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.

Oral Poster presenters are also **required** to present a printed **and** an e-poster. See "Posters" for regulations concerning details of these items.

- 4) For either presentation form, there is no number limit on slides. We ask your professional courtesy to the time limits out of respect to fellow presenters and speakers.
- 5) A disclosure slide listing information for all authors *is required* **after the title slide for all presentations**.
- 6) **Final PowerPoint presentations must be uploaded** at [www.sgsonline.org](http://www.sgsonline.org) on or before **May 17, 2021** or the oral presentation cannot take place. Only PowerPoint presentations will be accepted. 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.
- 7) **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.**
- 8) Any change of presenter for your accepted oral presentation must be communicated to Lisa Aguado at [laguado@sgsonline.org](mailto:laguado@sgsonline.org) by March 31, 2021.
- 9) All presenters must register for the meeting by March 31, 2021. Presenters not registered, either live or virtual, by this date will be removed from the scientific program.

### **Videos – Podium and Videofest**

- 1) The length of a submitted video cannot exceed 7 minutes. Videos presented on the podium 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) Video submissions cannot be altered following acceptance.
- 3) A disclosure slide listing information for all authors *is required* **after the title slide for all presentations**.
- 4) Any change of presenter for video at the meeting must be communicated to Lisa Aguado at [laguado@sgsonline.org](mailto:laguado@sgsonline.org) by March 31, 2021.

- 5) All Video and Videofest presenters must register for the meeting by March 31, 2021. Presenters not registered, either live or virtual, by this date will be removed from the scientific program.

### **Posters: printed and e-poster**

As the 2021 Meeting will be a blended format, we are requiring poster/oral poster presenters to produce **both** printed and e-posters to accommodate all meeting attendees.

**1) Allowed printed poster size will be a maximum of 4'H x 8'W. The e-poster file size is limited to 10 MB.**

- 2) Poster Sessions are scheduled on Monday, June 28 and Tuesday, June 29 during the morning breakfast hour (6:30 am – 7:30 am). Poster presenters (Oral Posters and Non-Oral Posters) will receive an email as to which morning they have been assigned to be present in front of their posters for questions.
- 3) E-posters should be a .jpg or .png file of your printed poster that is limited to a file size of 10 MB. Instructions for uploading the e-poster may be found in the Presenter Information tab of the main annual meeting web page. The contact information of the presenting author will be shared with those virtual meeting participants in order for virtual attendees to ask questions regarding your research. You are also welcome to include this directly on your poster.

**4) E-posters must be submitted by May 10, 2021 at via the SGS website.**

- 5) Your poster (both formats) must include a clear and readily identifiable disclosure statement that includes information for all authors. The position/format of this is at your discretion.
- 6) As per SGS policy, any poster presenter who fails to present their poster in both printed and electronic formats will be banned from presentation at future SGS Annual Scientific Meetings for the following two years.
- 7) All Oral Poster and Non-Oral Poster presenters must register for the meeting, either live or virtual, by March 31, 2021. Any presenters not registered by this time will be withdrawn.

## **2021 Scientific Program Committee**

Dr. Miles Murphy, SGS President  
Dr. Megan Schimpf, Scientific Program Chair  
Dr. Oz Harmanli, Scientific Program Co-Chair

Nancy Frankel, PhD – Executive Director  
Lennie Siegel, BBA, CPA - SGS Staff  
Lisa Aguado- SGS Staff

### **Program Committee Abstract Reviewers**

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### **Program Committee Video Reviewers**

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