

INSTRUCTIONS FOR PRESENTERS

2012 SGS ANNUAL SCIENTIFIC MEETING IMPORTANT DATES

01/10/2012 **Manuscript Deadline**
03/05/2012 **PowerPoint Presentation Deadline**

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

Manuscripts

- 1) **ALL** paper podium presentations and oral poster podium presentations **MUST** submit a manuscript via the AJOG website. Non-oral poster presentations **may** submit a manuscript but are not required to do so (unless the presenter is a candidate member as noted above). 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 10, 2012** 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.
- 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 Program Chairman. They should notify the Program Chairman, Dr. Gebhart, by e-mail of their intentions regarding an alternate journal or non-publication at gebhart.john@mayo.edu.
- 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.**

Presentations

Paper Presentations and Oral Poster Presentations

- 1) Paper 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. One week 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 10 minute Q & A. See "Posters" for regulations concerning those aspects of posters unrelated to presentation.
- 4) There is no number limitation on slides. Suggested guidelines for slide number are suggested below. A disclosure slide *is required* and will be shown as the presentation is introduced. Only PowerPoint presentations will be accepted. The SGS Research Committee will assist any presenter who is not familiar with PowerPoint. Please contact Vivian Sung, MD (vsung@WIHRI.org) before February 7, 2012 if you need assistance.

Suggested guidelines for full oral slide presentations are as follows:

Disclosure (1 slide) This will be shown as your presentation is being introduced.
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) This will be shown as your presentation is being introduced.
Title (1 slide)
Background (1 slide)
Method (1 slide)
Results (1-2 slides)
Conclusion (1 slide)

Reminder: You also need to make a poster for display

- 5) **Final PowerPoint presentations must be uploaded** at www.sgsonline.org on or before **March 5, 2012** or oral presentation cannot take place. All presenters are also required to bring a back-up copy (CD or flash/jump) of their presentation to the meeting.

Please ready carefully - NO changes are allowed after online submission of PowerPoint presentations. NO changes will be permitted at the meeting. Thus, submit an accurate and final presentation by March 5, 2012. Please do not ask for your presentation to be the exception as the request will be respectfully denied. Please reread this paragraph.

Tips & Tricks

- 1) 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.
- 2) Tips & tricks presentations are 4 **minutes. At the end of 4 minutes the microphone will be turned off and the remaining slides will be shown.** Tips & tricks will be presented in groups of two followed by a 6 minute Q & A.
- 3) There is no number limitation on slides. Suggested guidelines for slide number are suggested below. A disclosure slide *is required* and will be shown as the presentation is introduced. Only PowerPoint presentations will be accepted. The SGS Research Committee will assist any presenter who is not familiar with PowerPoint. Please contact Vivian Sung (vsung@WIHRI.org) before February 7, 2012 if you need assistance.

Suggested guidelines for Tips & Trick presentations are as follows:

Disclosure (1 slide) *This will be shown as your presentation is being introduced.*

Title (1 slide)

Background (if needed)

The tip or trick (1-3 slides)

Conclusion (1 slide)

- 4) **Final PowerPoint presentations should be uploaded** at www.sgsonline.org on or before **March 5, 2012** or oral presentation cannot take place. All presenters are also required to bring a back-up copy (CD or flash/jump) of their presentation to the meeting.

Please read carefully - NO changes are allowed after online submission of PowerPoint presentations. NO changes will be permitted at the meeting. Thus, submit an accurate and final presentation by March 5, 2012. Please do not ask for your presentation to be the exception as the request will be respectfully denied. Please reread this paragraph.

Videos

- 1) The length of a submitted video cannot exceed 10 minutes. Video presentations will be followed by a 2 minute discussant critique, 1 minute response and then 2 minute of audience Q & A.

Posters

- 1) Allowed poster size will be a maximum of 4'H x 8'W
- 2) Posters from authors up for SGS candidacy will include a large label stating "SGS Candidate Member."
- 3) Oral posters will also be identified.
- 4) The audience will be asked to view oral posters prior to their presentation.
- 5) Oral poster presenters as well as non-oral poster presenters are required to create and display posters at the SGS Annual Meeting and **must** attend their posters during the breaks on Friday, April 13 and Saturday, April 14, 2012.

2012 Program Committee Members

John Gebhart, MD – Chair
Douglass Hale, MD – 2011 Chair
Mikio Nihira, MD – 2013 Chair
Peter Rosenblatt, MD – Video Chair
Ted Lee, MD – Video Jr. Chair
Andrew Walter, MD
Cheryl Iglesia, MD
Sage Claydon, MD
Rony Adam, MD
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Stephen Metz, MD (ex-officio)
Carole Myers, Meeting Planner
Melinda Letterman, Executive Director
Cheryl Perrero, Industry Liaison