

INSTRUCTIONS FOR PRESENTERS

2010 SGS ANNUAL SCIENTIFIC MEETING IMPORTANT DATES

03/15/2010 PowerPoint Presentation Deadline

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

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.** Your 2 minute Discussion critique will immediately follow the 8 minute Presentation. This will be followed by 1 minute author rebuttal and a 4 minute Q&A from the audience. To ensure enough time for audience questions, the discussant will be strictly limited to 2 minutes-discussions lasting longer than 2 minutes will be abruptly cut-off so PLEASE be aware of your timing. Please use the allotted time exclusively to clarify the questions and/or critique the paper. Discussants will be limited to a maximum of 3 slides - 1 to give your name, degree and institution (if desired), 1 for paper critique if needed and 1 for questions for the author (maximum 2 questions). Do not read your introduction or question slide, summarize the details of the presentation or review your clinical or research experience in this topic. The discussant's critique will not be published should the manuscript be accepted for publication. Please complete the 1-3 slide(s) presentation (in Powerpoint format, which, at the minimum should have the 1-2 formal questions to be answered by the author from the podium) no later than March 15, 2010 Send the presentation via email to barberm2@gmail.com.
- 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* after the title slide. Only PowerPoint presentations will be accepted. The SGS Research Committee will assist any presenter who is not familiar with PowerPoint. Please contact Joe Shaffer (Joseph.Schaffer@UTSouthwestern.edu) before February 8, 2010 if you need assistance.

Suggested guidelines for full oral slide presentations are as follows:

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

Disclosure (1 slide)

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)

Suggested guidelines for oral poster presentation are as follows:

Title (1 slide)

Disclosure (1 slide)

Background (1 slide)

Method (1 slide)

Results (1-2 slides)

Conclusion (1 slide)

- 5) **Final PowerPoint presentations should be uploaded** at www.sgsonline.org on or before **March 15, 2010** 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.
- 6) **NO changes are allowed after online submission of PowerPoint presentations. NO changes will be permitted at the meeting.**

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 **3 minutes. At the end of 3 minutes the microphone will be turned off and the remaining slides will be shown.** Tips & tricks will be presented in groups of three 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* after the title slide. Only PowerPoint presentations will be accepted. The SGS Research Committee will assist any presenter who is not familiar with PowerPoint. Please contact Joe Shaffer (Joseph.Schaffer@UTSouthwestern.edu) before February 8, 2010 if you need assistance.

Suggested guidelines for Tips & Trick presentations are as follows:

Title (1 slide)

Disclosure (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 15, 2010** 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.
- 5) **NO changes are allowed after online submission of PowerPoint presentations. NO changes will be permitted at the meeting.**

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.
- 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 video. Discussants will be limited to 2 slides – 1 for video critique if needed and 1 for questions for the author. **Do not read your question slide, summarize the details of the presentation or review your clinical or research experience in this topic.** Please complete the 1-2 slide(s) presentation (in PowerPoint format, which, at the minimum should have the 1-2 formal questions to be answered by the author from the podium) no later than March 15, 2010. Send the presentation via email to the program chair, Matt Barber (barberm2@gmail.com)

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 & non-oral poster presenters **must** attend their posters during the breaks on Monday, April 12 and Tuesday, April 13, 2010.

2010 Program Committee Members

Matthew Barber, MD, Program Chairman
Linda Brubaker, MD, SGS President
Thomas Julian, MD, Video Chairman
Peter Rosenblatt, MD, Senior Program Chair
Douglass Hale, MD, Junior Program Chair
Ted Lee, MD, Junior Video Chairman
Andrew Walter, MD, Member at Large
Cheryl Iglesia, MD, Member at Large
Catherine Bradley, MD, Member at Large
Oz Harmanli, MD, SGS Research Committee
R. Edward Varner, MD, Secretary-Treasurer
Steven Metz, MD, Assistant Secretary-Treasurer
Melinda Letterman, SGS Administrator
Carole Myers, SGS Meeting Planner/Program Coordinator