

# **INSTRUCTIONS FOR PRESENTERS**

## **SGS ANNUAL SCIENTIFIC MEETING – March 31-April 3, 2019 IMPORTANT DATES**

<b>Wednesday</b>	<b>1/2/2019</b>	<b>Manuscript Deadline</b>
<b>Friday</b>	<b>2/8/2019</b>	<b>Notification Deadline for change in designated presenter</b>
<b>Friday</b>	<b>3/1/2019</b>	<b>Registration for Meeting Deadline to be included in program</b>
<b>Monday</b>	<b>3/4/2019</b>	<b>PowerPoint Presentation Deadline</b>

**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 2, 2019** 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@rroho.com](mailto:ajog@rroho.com). **In addition, please upload a copy of your manuscript to SGS by the January 2, 2019 deadline via the manuscript upload link located on 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 SGS via the manuscript upload link located on the SGS website. They should notify the Scientific Program Chairman, Dr. Hampton, by e-mail of their intentions regarding an alternate journal or non-publication at [bhampton@wihri.org](mailto:bhampton@wihri.org).
- 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 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*.
- 8) **All submitted oral presentation (selected full oral and oral poster) manuscripts are considered for the 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 present a 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 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](http://www.sgsonline.org) on or before **March 4, 2019** 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 (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. 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](mailto:lennie@sgsonline.org) by Friday, February 8, 2019.
- 8) All presenters must register for the meeting by March 1, 2019

## **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.
- 2) All Video and Videofest presenters must register for the meeting by March 1, 2019

## **Posters**

- 1) Allowed poster size will be a maximum of 4'H x 8'W.
- 2) Non-Oral Poster 53 to Non-Oral Poster 104 will be presented on Monday, April 1, 2019. Please hang your posters starting on Sunday, March 31 starting at 3 pm and prior to 6:30 am on Monday, April 1. You are asked to stand in front of your poster between 6:30 am – 7:30 am on Monday, April 1 for the designated Poster Session. All Monday posters must be removed from their poster positions after 4:30 pm and prior to 6 pm on April 1 or will be discarded.
- 3) Oral Poster 01 to Oral Poster 24 and Non-Oral Poster 25 to Non-Oral Poster 52 will be presented on Tuesday, April 2, 2019 Please hang your posters starting on Monday, April 1 at 6 pm and prior to 6:30 am on Tuesday, April 2. You are asked to stand in front of your posters between 6:30 am – 7:30 am on Tuesday, April 2 for the designated Poster Session.
- 4) **Oral poster presenters as well as non-oral poster presenters are required to create and display posters at the SGS Annual Meeting.**
- 5) 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.
- 6) All Oral Poster and Non-Oral Poster presenters must register for the meeting by March 1, 2019.

## **2019 Scientific Program Committee**

Brittany Star Hampton, MD - Scientific Program Chair  
Patrick Culligan, MD- Scientific Program Co-Chair  
Rajiv Gala, MD - SGS President  
Peter Rosenblatt, MD - SGS President Elect  
John Gebhart, MD - SGS Immediate Past President  
Andrew Cassidenti, MD - Past Scientific Program Chair  
Peter Jeppson, MD – Abstract Review Chair  
Michael Moen, MD – Video Review Chair  
Lennie Siegel, BBA, CPA - SGS Staff  
Elizabeth Schlicht, CAE – SGS Staff

### **Abstract Reviewers**

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### **Video Reviewers**

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