

INSTRUCTIONS FOR PRESENTERS

All presenters must attend in person

SGS ANNUAL SCIENTIFIC MEETING – March 27-30, 2022 IMPORTANT DATES

Monday 1/3/2022	Manuscript Submission Deadline
Monday 1/31/2022	Presenter Meeting Registration Deadline – All presenters must present live. No virtual or pre-recorded presentations will be accepted with exception of Video Café presentations.
Monday 1/31/2022	Notification Deadline for change in designated presenter
Monday 2/14/2022	E-poster Submission into WHOVA portal Deadline
Monday 2/21/2022	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 January 3, 2022** 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.
- 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
 - 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.
 - 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 January 3, 2022 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 Society of Gynecologic Surgeons by e-mail of their intentions regarding an alternate journal or non-publication at lennie@sgsonline.org.
 - 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. In order to have sufficient time for Q & A, the number of discussant questions is limited to two (2).** 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 on or before **February 21, 2022** 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 Lennie Siegel at lennie@sgsonline.org by January 31, 2022.
- 9) All presenters must register for the meeting by January 31, 2022. Presenters not registered 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.** This disclosure slide should be in the submitted video. If not, one will be provided for you based on your abstract submission by SGS.

- 4) Any change of presenter for video at the meeting must be communicated to Lennie Siegel at lennie@sgsonline.org by January 31, 2022.
- 5) All Video and Videofest presenters must register for the meeting by January 31, 2022. Presenters not registered by this date will be removed from the scientific program.

Posters: printed and e-poster

As the 2022 Meeting will be a blended format, we are requiring non-oral 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. There is no size limit for e-posters.
- 2) Poster Sessions are scheduled on Monday, March 28 and Tuesday, March 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 file of your printed poster. 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 February 14, 2022 via the WHOVA poster portal. You will receive an email in January with instructions of how to submit your e-poster information.**
- 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 by January 31, 2022. Any presenters not registered by this time will be withdrawn.

2022 Scientific Program Committee

Dr. Carl Zimmerman, SGS President
Dr. Oz Harmanli, Scientific Program Chair
Dr. Amy Park, Scientific Program Co-Chair

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