ABSTRACT SUBMISSION GUIDELINES

Abstract Submission Deadline: June 15, 2016

TERMS & CONDITIONS

The submission of an abstract affirms that all authors named in the abstract have agreed to its submission for presentation at the Annual Meeting of the Endourological Society and will be published in the Abstract Supplement to *The Journal of Endourology*® exactly as submitted.

It is the responsibility of the submitting author to ensure the abstract is in perfect order with no errors in spelling or grammar, as revisions will not be accepted. Abstracts will not be corrected.

At the time of submission of the abstract, the data on which the abstract is based should not be published, either in print or online.

Accepted abstracts may be captured and such audiovisual material will be used as deemed appropriate. To submit your abstract, you will be required to complete a non-exclusive license agreement.

Submission of an abstract constitutes the author's commitment to present the abstract as accepted. Expenses associated with the preparation, submission and presentation of an abstract are the responsibility of the author/presenter.

Submitted abstracts are graded individually by peer reviewers based on scientific merit and originality. The total number of abstracts allowed to be presented by the same author is five (5). Abstracts must be written in English and, if accepted, presented in English.

The World Congress of Endourology Program Committee will determine the format of the presentation. Accepted abstracts are assigned to be presented in a poster or video session.

ABSTRACT SUBMISSION GUIDELINES

ABSTRACT CATEGORIES: Authors must select a category from the provided lists.

PAPER ABSTRACT SUBMISSION CATEGORIES
Basic Research
Urolithiasis
Imaging: MRI, CT, Pediatrics, Ultrasound
Laparoscopy: Upper Tract, Lower Tract, Oncology, Benign
Metabolic Stone Disease
Surgical Outcomes
Endoscopic Education
Robotic Surgery: Upper Tract, Lower Tract, Oncology, Benign
New Technology
Stones: SWL, Miscellaneous
PCNL: Techniques and Outcomes
BPH/LUTS
URS: Outcomes
Ureteroscopy: Stents, Lasers, and Access
LESS and NOTES

VIDEO ABSTRACT SUBMISSION CATERGORIES
From 2015 Video Sessions
Laparoscopy: Upper Tract – Benign
Laparoscopy: Lower Tract - Oncology
BPH
Robotic Surgery: Lower Tract – Benign
Robotic Surgery: Upper Tract – Oncology
Robotic Surgery: New Techniques – Benign
Robotic Surgery: New Techniques - Oncology
Stones: PCNL
Stones: Ureteroscopy

ABSTRACT SUBMISSION GUIDELINES

PREPARATION OF ABSTRACTS

1. Size: The size of the abstract is limited to 2,280 characters, not including spaces. This includes title, body of abstract, tables and graphics. Tables are calculated at 250 characters. Graphics are calculated at 225 characters per graphic.

2. Title: The title should clearly define the topic and contain no abbreviations.

3. Authors: List the primary author's full name, followed by the other authors' names. Completely spell out the names of all authors using full first name, middle initial and last name. (Please maintain consistency in authors' names on multiple abstracts to avoid duplication in the Author Index.)

4. Presenting Author: If the author(s) of the abstract is an employee(s) of or has a financial relationship with the commercial interest which controls the content of the presentation, he/she cannot be the presenting author. However, principal investigators responsible for research and development are permitted to present as long as they resolve their COI and as long as they are not employees of the commercial interest. In all printed publications, the presenting author will be denoted with an asterisk.

5. Body of Abstract: The abstract should be informative and detailed.
   • The body must contain four separate paragraphs: a) Introduction and Objective, b) Methods, c) Results and d) Conclusions.

   • It is NOT acceptable to state that "The results will be discussed." Inclusion of specific data is helpful to the reviewers.

   • Indicate the major new findings of the study.

   • Standard abbreviations may be used as follows: for the first use, spell out the full term and then follow with the abbreviation in parentheses each time thereafter.

   • Graphs and / or tables may be used; characters in graphs and tables are counted towards the overall character limit of the abstract.

   • Proprietary names of drugs are not allowed; generic names must be used.

ABSTRACT SUBMISSION GUIDELINES

6. Source of Funding: Grant support must be indicated on the "Source of Funding" page. If there is no support, "None" must be listed. This is a required field in the submission process. *Abstracts deemed to be purely for marketing purposes will not be accepted.*

7. Conflict of Interest and Disclosure Statement: All authors must disclose conflicts of interest. The electronic submission process will not allow abstracts to be submitted without this information being completed for each author listed on the abstract.

8. Keywords: Authors must select up to three (3) keyword entries from the provided Keyword Index that best describes the subject of the abstract.

9. Topic List: Authors must select a category from the provided list.

INSTRUCTIONS FOR SUBMISSION

All abstracts must be submitted online via the WCE platform.

To submit a paper or video abstract, please visit the "Programs" page of WCE2016.com. New users will be asked to join and create an account. Once you have created an account, you will receive an email confirmation containing your password. Previous users can log on to the system with their credentials.

Upon logging in, you will be directed to the Dashboard. Here, you will be able to edit your information, view existing submissions, and complete your COI and other necessary action items or tasks. To enter new abstract submissions, select "*Click Here to Submit a New Abstract*" and review the instructions. You will then see a complete list of tasks necessary to submit the abstract; please complete all of the tasks. To edit an existing abstract, click on the title of an existing abstract. Once all tasks are completed, you will be able to preview and submit.

Once you have successfully submitted your abstract, you will receive a submission abstract ID number. You will also receive a confirmation email when your submission is complete.

Please note that uploading large video files can take time; please monitor the progress to make sure the upload is successful. Each abstract must be entered as a separate submission and will receive its own ID number and email confirmation upon submission.

ABSTRACT SUBMISSION GUIDELINES

POSTER GUIDELINES

Poster Set-Up:
- Posters will be set up in the session rooms and grouped by topic.
- See the A/V technician or badge scanner attendant to find out which board to hang your poster.
- Each poster has been assigned an abstract number – see your acceptance letter.
- The abstract number should be displayed on your poster.
- Posters must be removed at the end of each session.
- WCE is not responsible for posters that are not promptly removed.
- Supplemental materials are not required but you may provide information sheets to fellow conference attendees. Please remove these materials once you have completed your presentation.
- WCE is not responsible for supplemental materials that are not promptly removed.

Equipment Provided:
The WCE will provide the following during the session:
1. One 950mm Width x 2380 mm Height poster board mounted on a frame
2. Double-sided tape will be used to adhere poster to the wall.

Poster Preparation Tips:
- DO indicate the abstract number, title of the presentation and its authors. The lettering should be at least 1" high.
- DO use block lettering (at least ½" high) for other portions of your presentation to add emphasis and easy readability.
- DO use large typescript (using Bulletin type font) if posting a copy of your abstract.
- DO keep illustrative material **simple** in using charts, graphs, drawings and pictures. Remember that illustrations must be viewed from 3 to 5 feet.
- DO use matte (silk) finish for photographs. This will help diminish glare.
- DO number each piece and put in place sequentially.
- DO make captions brief, levels few and both clear.
- DO make posters as self-explanatory as possible.
- DO provide descriptive handouts if useful to attendees.
- DO NOT mount abstracts on heavy board (this does not hang properly).
- DO NOT be overly ornate or artsy (this distracts from impact of your information).
- DO NOT use projection equipment (no electricity or equipment will be supplied).
- DO NOT use trans illumination (poster sessions are just what they mean).

ABSTRACT SUBMISSION GUIDELINES

- DO NOT write or paint on the tackboard used as background for your poster (someone will be using the tackboard after you).
- DO NOT use sticky tape to mount poster material (this will damage the board; pushpins will be provided).
- DO NOT make posters elaborate or costly, although it is necessary for posters to be made professionally.
- DO NOT consider posters as scientific exhibits (poster sessions consist of presentations that will be more effective using this format).

Some color combinations that provide better contrast are:
- Black on yellow
- Black on orange
- Green on white
- Red on white
- White on black

A suggested arrangement for easy viewing is illustrated below:
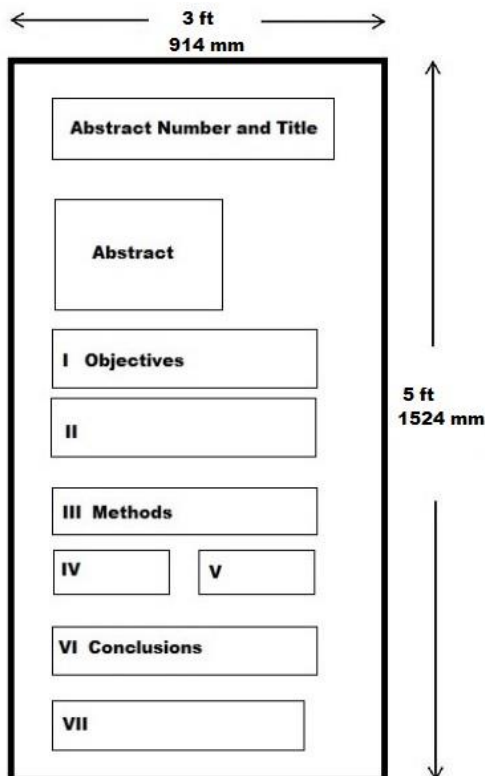
ABSTRACT SUBMISSION GUIDELINES

PRINTING YOUR POSTER

Delegates attending the World Congress of Endourology 2016 can upload their academic posters in PDF format to the following site:

www.cape-town.minutemanpress.co.za

After submitting, you will be sent a secure PayFast link via email to complete your payment for the poster using your credit card. Your poster will be printed, labeled, packaged in a postal tube, and delivered to the event organizer at the Convention Centre (CTICC) ahead of the conference. Posters can be collected upon registration from the event organizer.

Standards & Costs:
- Standard Poster Size: 914mm (w) x 1524mm (h)
- Preferred File Format: PDF file
- Cost (print only): R 690.00
- Cost (print and laminate): R 950.00
  *Prices include all tax and delivery

For more information or assistance, please visit the website of Minuteman Press

or call +27 (0)21 424 3004 or email print@mmpcapetown.co.za

ABSTRACT SUBMISSION GUIDELINES

DIGITAL VIDEO SUBMISSION GUIDELINES

1. Content: Only one subject per presentation is allowed. All digital videos must be recorded in English and have some sound. The opening of the presentation should begin with the exact title and the authors' full names.

2. Length: The videos may not exceed five (5) minutes in total length. Digital video presentations that are longer than five (5) minutes in duration will automatically be rejected.

3. Format: The WCE video program is now only in digital format. It is important that the overall quality of the video is as high as possible and in accordance with the guideline specified in the instructions.

4. Quality: All submitted videos will be reviewed initially for picture and sound clarity. Poor sound and picture will be excluded for consideration regardless of the quality of the content.

5. Accepted Standard: All videos will be finalized into DVD format using the NTSC standard:

- 720x480 pixels
- 4:3 pixel aspect ratio
- 30 frames per second (29.97 fps based on drop frames)

6. **Accepted File Types:** Maximum 350000Kb (350 Mb) File Limit.

- MP4
- Raw video files (.avi with little or no spatial compression)
- .Mov files
*Please note that MP4 submissions are the strongest quality and are preferred.

7. Video Return: Digital video submissions will not be returned to the submitter. Non-accepted presentations will be destroyed.

ABSTRACT SUBMISSION GUIDELINES

Frequently Asked Questions

Q: What is the NTSC Standard?

A: National Television System Committee (Abr.) The NTSC is responsible for setting television and video standards in the United States (in Europe and the rest of the world, the dominant television standards are PAL and SECAM). The NTSC standard for television defines a composite video signal with a refresh rate of 60 half-frames (interlaced) per second. Each frame contains 525 lines and can contain 16 million different colors.

Q: What is a pixel?

A: A combination of the words "picture" and "element." A pixel is the smallest discernible sample of video information, the "little squares" that make up an overall picture.

Q: What is an Aspect Ratio?

A: Aspect ratios can be difficult to understand. We will define the two that pertain to the NTSC standard: Display Aspect Ratio and Pixel Aspect Ratio. Pixel Aspect Ratio defines the ratio of idth to height (w:h) of each individual pixel. Therefore, each pixel is wider than it is tall by a 4:3 (w:h) ratio. Display Aspect Ratio is the ratio (w:h) of the number of pixels that make up the an entire frame, consisting of thousands of 4:3 (w:h) pixels. For example, a frame that adheres to the NTSC standard is 720 x 480 pixels (3:2 Display Aspect Ratio) in size and requires each pixel to maintain a 4:3 Pixel Aspect Ratio.

QUESTIONS? Please contact WCE2016 via e-mail at
wceabstracts@urologymanagement.org