

2023 Abstract, Film, and Stump the Professor Submission Guidelines

! PLEASE NOTE: All submissions must be submitted online.

To submit your proposal:

1. Login to your acog.org account or create a complimentary account. (You do not need to be a member to create an account.)
2. Each submission proposals MUST include at least one ACOG member as an author.
3. Collect all co-presenters' account email address information.
 - a. Have co-presenters confirm which email address their acog.org account is linked to.
 - b. If they do not have an account, have them create one and send you that information.

In addition, please keep the following in mind:

- The content must be relevant, accurate, balanced, and include evidence-based recommendations.
- Artwork, images, tables, and graphs cannot be included in the submission.
- The submitting and presenting author(s) must be included in the list of authors. The submitting author will serve as the primary point of contact.
- If your submission is selected (regardless of the submission type), at least one author will be required to register and present in person during the 2023 ACSM. Please do not submit an abstract if at least one author cannot attend.
- ALL authors must complete all forms for the submission to be considered
- Owners and employees of commercial companies cannot be considered for presentation.
- Authors may have relationships with the industry (which must be disclosed), but the submission must be independent of those relationships: written and submitted by the author without industry planning, oversight, editing, review, or approval
- Corporate support, if any, must be disclosed.
- Submissions that promote corporate products or services will not be accepted.

ABSTRACT SUBMISSION GUIDELINES:

Abstract submission will be considered for ePoster or an Oral Presentation. The abstract text is limited to 250 words and should be structured to describe the objective of the study and results of your work. Please adhere to the following text guidelines:

- The text should be organized into four section headings:
 - ◊ **Introduction:** A brief statement about the purpose of the study and pertinent background information.
 - ◊ **Methods:** The method(s) of study or data collection employed.
 - ◊ **Results:** A summary of study research, including sufficient details to support your conclusions.
 - ◊ **Conclusion/Implications:** A statement explaining the significance of your work and the implications for further research, practice and/or policy.
- Do not use right-justified or centered text.
- Do not include images, graphs or tables.
- Use the appropriate letters and numbers (e.g., 0 -for zero versus the letter O).
- Use only one space after colons and periods.

Abstract Authors

- The role of any additional authors should be identified by selecting the appropriate 'Author Role' as the author is added to the submission. The total number of authors cannot exceed six.
- The presenting author must be one of the authors already listed on the abstract, either as the primary author or one of the secondary authors.

- The presenting author of accepted submissions must register and will be required to attend the 2023 Annual Clinical and Scientific Meeting to present the abstract.
- Additional authors may not be added to the abstract after the submission site is closed.

**Please note: Accepted abstracts for ACSM 2023 will be published in the Green Journal Annual Meeting Supplement.*

Electronic Poster (ePoster) Presentations

ACOG utilizes ePosters, which is an electronic poster displayed digitally instead of printed on paper as a traditional poster. Poster presenters are required to submit a digital version of the poster prior to the meeting. Attendees will be able to view the electronic posters online before, during, and after the meeting. Additional information will be provided upon acceptance of your abstract. If selected, the presenting author of the research team must be present during the scheduled time period.

Oral Presentations

A limited number of meritorious abstracts will be accepted for oral presentations. The presentations are limited to 7 minutes for presentation, followed by 3 minutes for questions and answers. Accepted oral presentations will be eligible for awards of \$500, \$200, and \$100. Additional details will be provided upon acceptance of your abstract.

FILM SUBMISSION GUIDELINES:

Only films of 7 minutes or less in duration will be considered for presentation at the Film Festival. Please note that any films longer than 7 minutes will be automatically withdrawn from consideration for selection. At least one author of an accepted submission will be required to attend and present the film at ACSM 2023. You are encouraged to submit films even if they have been submitted for other meetings (including ACOG District meetings). Submissions may be in any of the following categories:

- Obstetrics
- Operative Gynecology
- Patient Safety and Office Practice

Films should consist of three main sections:

- **Introduction:** Describe the objective of the film and if necessary, include history, diagnostic significance of symptoms, etiology or prevalence of disease, or the need for new skill development.
- **Clinical Issue and Solution:** Provide a detailed explanation of techniques. This can include case histories, variations in management, prognosis, treatment or studies. Key operative techniques should be identified and demonstrated as clearly as possible.
- **Conclusion:** Summary of the main points and thoughts/ observations on future developments.

Please test the audio on films prior to submission to ensure clarity. The video title should include the name(s) of the author(s), institution and location. All authors must indicate in their videos any disclosures on a slide at the start of the video.

If the video is based on a clinical case, information about the case, such as medical history, diagnosis and work-up should be presented. If the information is about a surgical procedure, all components of the procedure should be clearly addressed.

All films must be HIPPA compliant, with all references to patient identity removed. Any film that contains any identifying patient information will not be considered.

If your film is surgical in nature, you may want to consider submitting a surgical tutorial session proposal, an hour-long session with a more in-depth exploration of technique and lecture Please see the call for surgical tutorials.

Film Upload

All film submissions should be uploaded online during submission. Acceptable file types include the following: mp3, .avi, .mov, .mpg, and .mp4.

Videos must be of good visual quality. Videos should not be lower than 1280 x 720 resolution and should be submitted in 16:9 video format.

STUMP THE PROFESSOR GUIDELINES:

Only submissions from ACOG Junior Fellows will be considered.

The submitter is responsible for providing contact information for all secondary authors.

Submission Case Requirements

To ensure the integrity of submissions the submitter is required to provide case information on:

- Institutional Review Board (IRB) and/or animal use committee approval (if applicable to the case submitted)
- Patient Informed consent and protected health information (if applicable)
- Off-label drug use (if applicable)
- Trade names for (if applicable)

Stump the Professor Case Format

Please DO NOT include artwork, images, or tables/graphs during this submission process. The text should be organized into six section headings as follows:

- Background (HPI)
- Medical history
- Physical exam
- Labs
- Clinical course
- Case final diagnosis and description (include additional references as appropriate)

Review and Selection Process

Four cases will be selected for the 2023 Annual Clinical and Scientific Meeting. All submissions received by the published due date will be independently reviewed and scored by the Committee on Scientific Program based on the following criteria:

- Contribution to the field of obstetrics and gynecology in terms of scientific rigor and the novelty and originality of case findings
- Overall clarity of writing and comprehensiveness
- Clinical relevance
- Pertinence to the interests of ACOG membership
- Timeliness of the topic
- Overall impact and quality

Winners will receive 50% off registration to the 2022 ACSM and are expected to be on-site to present on Sunday, May 21, 2023. Full presentation (PowerPoint) to be shared with the Clinical and Scientific Program General Program Chair by April 17, 2023.