

Abstract Submission Guidelines
North American Society for Pediatric and Adolescent Gynecology
38th Annual Clinical and Research Meeting

The NASPAG Program Committee invites you to submit abstracts pertinent to the field of pediatric and adolescent gynecology for presentation at the 38th Annual Clinical Research Meeting (ACRM). Abstracts describing original research or case reports/series will be considered. The timeline for abstract submissions is as follows:

Timeline

September 5, 2023	Abstract site open for submission
October 17, 2023	Final Day for Abstract Submission Abstract site closes at 11:59pm Eastern Standard Time (no technical support after 9:00 pm EST)
December 15, 2023	Notification of acceptance/rejection of abstracts
December 30, 2023	Author response due (accept/decline requested)
February 26, 2024	Final submission of materials accepted for presentation (PowerPoint slides for oral sessions and PDF copies of posters)

Abstracts submitted may contain original work or work previously presented at a meeting of another national or international scientific organization. Though previously presented material may be selected for presentation at the ACRM, only work not previously presented will be award eligible and published in the Journal of Pediatric and Adolescent Gynecology (JPAG). Abstracts of work previously published or under review as a manuscript in any journal will not be accepted.

All authors must complete a financial disclosure form at the time of abstract submission.

Approval by your institution's local Institutional Review Board (IRB) or equivalent is preferred.

A: ABSTRACT SUBMISSION

Abstracts must be submitted via the Cadmium site:

Abstracts chosen for presentation, not presented elsewhere, will be published in JPAG. Instructions for utilization of the Cadmium Site are as follows

1. Create a Cadmium account
 - a. As a new user, you will be required to create an account profile. This information will then auto populate for each abstract you create.
 - b. Please be sure to indicate whether or not you are a NASPAG member
2. Submit your abstract
 - a. Click on the "Click here to begin a new Abstract" link
 - b. Submit a title for your abstract. Abstracts should have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation. The abstract title should be entered as it will appear in print. Please do NOT use all caps. The first letter of each main word should be capitalized. Short prepositions, conjunctions, or articles should not be capitalized unless they are the first word of the title.
 - c. Select a presentation type. Written abstracts will be considered for poster and/or oral presentation based on the quality of the abstract, as determined by the abstract committee. Please indicate if you would prefer to only present a poster. If you are submitting a video abstract, please select the video abstract category.
 - d. Select an abstract category. For the 2023 ACRM we will be accepting three types of abstracts: case reports/case series, original research (this includes quality improvement), and video abstracts. The specific requirements for each are detailed below.
 - e. Select a submission topic. For the 2023 ACRM, you are required to select up to three submission topics. The topics are noted below for your convenience:

Submission Topics (can choose up to 3)		
Advocacy	Career Development	Derm/Vulva
Pelvic Pain	Endocrinology	Menstrual Management
Contraception	Sexual/Reproductive Health	Social Media/Communication/Education
Surgical/Imaging		

- f. Submit the information provided and you will be taken to a task list for the next components required for submission.

3. Submit abstract authors
 - a. Please include only the author's first and last names, with middle initial if preferred. Credentials will be entered in a section separate from author name entry (MS, MD, etc). Submitting authors are responsible for the

correct spelling of author names as these will not be proofed after acceptance. Only 10 authors may be included.

- b. As the submitting author, your name will auto-populate as an author. You and your co-authors will be required to submit a conflict of interest form. If you are submitting more than one abstract, the system will only require you to upload one form. It may be, however, that, depending on the research project, you have different disclosures for each abstract. If so, please submit a unique form. You will click your name to reach the page to which your disclosure form should be uploaded.
 - c. As the submitting author, you will be entered as the **primary** author by default. If you are not the primary author, please edit this. Your information can be edited by clicking your name. Please identify your correct role (primary author, co-author, senior author and/or presenting author). You may identify more than one type of role.
 - d. Once all of your information is submitted, please hit continue. If any information is still pending (e.g. your conflict of interest form), you can save this form in its incomplete state by hitting the back button.
 - e. To add authors, type the author's first name, last name and email address and hit submit. The author names should be entered as it will appear in print. Please do NOT use all caps. Author names cannot be added or modified after your submission has been finalized.
 - f. The contact and professional information for each other will need to be provided.
 - i. Click the author's name to add their information.
 - ii. For the professional elements, please use the following definitions. Position should represent your academic rank, if applicable. Affiliation should represent your institution or employer's name. Credentials should include your professional degrees (e.g. BS, MD, PhD, etc)
 - g. A disclosure form is also required for each author. This will be collected via MedStar at a later date.
 - i. If, as the submitting author, you plan to upload the disclosure form for other authors, please click their name to reach the field to upload this form. .
 - ii. If you would prefer each author to submit their disclosure form, please click the blue speech bubble beside the author's name. The system will then send a link to the author, requesting they complete the required fields. If you have already sent them the link when requesting author details, you do not need to send them a second request.
 - h. Once all required information is entered for an author, a green checkmark will appear next to their name.
 - i. The numbering to the left of the author names reflects the order in which the author's names will be listed on the abstract. Please use the up/down arrows to adjust the author order accordingly. Author order cannot be changed after submission. Please proof the spelling of author names as they will not be proofed once submitted.
 - j. Please only designate one author as the presenting author and only one author as the senior author.
4. Provide abstract details-
- a. **Abstract category: Case Reports/Case Series**
 - i. Select the topic(s) which best reflects your case report/case series. Posters will be organized at the ACRM based on the topic selected.
 - ii. The body of the abstract is limited to 2,750 characters total inclusive of spaces and should include the following three sections
 - o Background – a focused statement of 2-3 sentences indicating topic background, importance and learning objective
 - o Case or series - description of up to ten cases of a condition that is unusual or instructive
 - o Comments - statement of importance/implications of case, related to identified learning objective
 - iii. Standard abbreviations as listed in the American Medical Associations Stylebook on Medical Writing may be used. All other abbreviations should be clearly defined

- iv. Up to two images, figures or tables may be submitted in support of your abstract. These will be uploaded as a part of the final task in submission.
- v. Author and institution information should not appear in the body of the text in order to ensure blinded review by the abstract committee.

b. Abstract category: Original Research

- i. Select the topic(s) which best reflects your research. Posters will be organized at the ACRM based on the topic selected.
- ii. Please indicate whether you are a candidate for the Huffman Capraro Award (criteria listed on site). If selected for an oral presentation, those who identify themselves as a candidate for this award will be required to submit an attestation from the program director or chair confirming the trainee's role as primary author. This attestation must be submitted when you respond regarding your intent to present your work at the ACRM. [Click here to access the attestation form.](#)
- iii. The body of the abstract is limited to 2,750 characters total inclusive of spaces and should include the following four sections
 - 1. Background – a focused statement of 2-3 sentences indicating topic background, importance and the study objective and/or hypothesis
 - 2. Methods – subjects, recruitment, procedures/interventions, predictors and outcome measures, statistical methods, IRB approval
 - 3. Results – specific findings of the study, with statistical significance indicated where appropriate
 - 4. Conclusions – statement of importance/implications of findings, drawn from data presented and related to the stated objective of the study
- iv. Standard abbreviations as listed in the American Medical Associations Stylebook on Medical Writing may be used. All other abbreviations should be clearly defined
- v. Up to two images, figures or tables may be submitted in support of your abstract. These will be uploaded as a part of the final task in submission.
- vi. Author and institution information should not appear in the body of the text in order to ensure blinded review by the abstract committee.

c. Abstract category: Video Abstract

- i. Video submissions require both a written abstract and a video. The written abstract is limited to 2,750 characters total inclusive of spaces and should include the following sections
 - 1. Summary of your video with detailed description of all pertinent information including clinical/scientific information, interventions, and results.
 - 2. Intended objectives. Please be specific in the purpose of your video submission (e.g teach a new procedure, present an unusual case(s), demonstrate a new instrument/technique/procedure, describe a new educational approach).
- ii. Standard abbreviations as listed in the American Medical Associations Stylebook on Medical Writing may be used. All other abbreviations should be clearly defined
- iii. Author and institution information should not appear in the body of the text in order to ensure blinded review by the abstract committee.
- iv. Videos should be no longer than 8 minutes and narrated in English. Music is not permitted.
- v. Videos should not simply be a collection of narrated PowerPoint slides. Please limit the number of slides included in your video to 5 or less.
- vi. Video file size is limited to 250,000 KB (250 MB) and should be in one of the following file types: .avi, .mov, .mpg, or .mp4.
- vii. For submitting your video abstract to the Cadmium site, please use Safari, Firefox, or Chrome. We recommend against using Internet Explorer.
- viii. Please ensure high quality of your video submissions as they will be projected on large screens at the meeting. Videos should not be lower than 720x480 resolution. Your video upload cannot be edited after submission.

- ix. Videos must play in one of the following video players: Windows Media Player®, RealPlayer Cloud®, or QuickTime Player®. These can be easily downloaded from the internet. Please note, your video will not be scored if one of these three players is not utilized.
Do not include footage obtained/filmed by anyone other than the author(s). Commercial footage is not allowed and will disqualify your video abstract.
 - x. IRB approval must be documented for case presentation in videos and proof of documented patient consent must be provided at time of video abstract submission.
 - xi. If you have previously submitted the video abstract to another meeting, you must get permission from the publisher or society that originally accepted the work. Once you have obtained this permission for NASPAG to reuse the video abstract, you must submit this permission during the submission process or your video abstract will be rejected.
5. Additional details
- a. Please indicate whether or not your work has previously been presented at another meeting.
 - i. Indicate date of other meeting(s) to which this work was or is being submitted.
 - b. Work that has been presented elsewhere may be presented at the ACRM, but may not be considered for an award. In addition, those abstracts that have been published elsewhere will not be published in JPAG.
6. Upload supporting figures, images or tables
- a. Case series/Case reports and Original Research submissions are allowed up to two images, figures or tables. Most document types (eg. .doc, .pdf, .jpg, .xls) will be accepted.
 - b. Video abstract submissions require the video to be uploaded. If the video is of a procedure on a patient, a proof of patient consent must also be uploaded.
 - c. Please be certain to de-identify any patient specific information
 - d. If you do not have any supporting documents, please check the “I have no files to upload” box and hit complete
7. Save and submit
- a. As you progress through the system, the information entered in each field is saved. A green checkmark will delineate completed fields.
 - b. You can preview your submission by clicking the “Click here for a preview of your submission” link prior to submitting.
 - c. Once you have completed all required fields and all author disclosure forms have been uploaded, you can submit your abstract.

B: POSTER OR ORAL PRESENTATION

All written abstracts will be considered for oral presentation unless the author designates “Poster Only” in the abstract category section. Abstracts not selected for oral presentation will be considered for poster presentation.

- 1. Posters will be available during poster sessions and will be displayed for an extended period of time before each session to allow for meeting attendees to fully view the research. To be considered for an award, authors must submit their poster for review by February 26, 2024. Authors must also attend the poster session to which they are assigned and be prepared to discuss their work. Detailed instructions for preparation of oral or poster presentations will be included with abstract acceptance notification.

C: IDENTIFICATION/COMMUNICATION

Communication regarding abstract selection and inclusion in the 2023 ACRM will be directed to the presenting author via the email included in their author details.

- 1. Notification of acceptance/rejection will be emailed to authors on December 16, 2022. If you do not receive notification of the status of your abstract by this date, email abstract@naspag.org. Author responses either accepting or declining the offer to present are due by December 30, 2022. Authors from whom a response has not been received by this date will not have their abstract(s) included in the 2023 ACRM.
- 2. All decisions by the Abstract Committee are final. Abstracts without clear relevance to pediatric and adolescent gynecology will not be accepted. Additionally, abstracts of work previously published or

under review as a manuscript in any journal will not be accepted. Reviewer scores are not provided to the authors.

D: ABSTRACTS PREVIOUSLY SUBMITTED FOR PRESENTATION AT OTHER MEETINGS

1. If the abstract content has been previously submitted for presentation at a meeting of another national or international scientific organization, this must be disclosed in the "additional details" section on the Cadmium site, along with the outcome of the submission (accepted-oral, accepted-poster, rejected, or decision pending), and the name and date of the meeting.
2. Previously submitted abstracts may not be published in JPAG depending on copyright permissions. Previously presented work is also ineligible for award categories. For abstracts accepted for presentation at the NASPAG ACRM, if previously submitted to another meeting:
 - a. If the abstract was Rejected from another meeting, no additional permissions/information needed.
 - b. If the abstract was Accepted and will be presented at a meeting prior to the NASPAG ACRM, the work may be presented at the ACRM, but will not be published in JPAG.
 - c. If the abstract was Accepted or Pending presentation at another meeting which will take place after the NASPAG ACRM, the abstract will be published in JPAG. The author is responsible for verifying that presentation at NASPAG and publication in JPAG is acceptable for the other meeting.

These restrictions and author responsibilities will be clearly outlined in decision letters for abstracts accepted for presentation at the NASPAG ACRM.

E: NASPAG AWARDS & RECOGNITIONS

The Abstract Committee will select the recipients of the following awards for original research presented at the ACRM. Only work not previously presented elsewhere will be considered for awards.

1. **Huffman-Capraro Award** for the best oral research presentation by a trainee (Fellow, Resident or Student).
 - a. To qualify, the student/resident/fellow must:
 - i. be a student who registered in an accredited medical or graduate school or doctoral level graduate who is registered in an accredited residency or fellowship program. Eligibility is maintained for one (1) additional year following the completion of the training program,
 - ii. be the first author and presenter on the abstract submitted for presentation,
 - iii. participate in the study design and contribute significantly to the formulation of the hypothesis, collection of data and data analysis.
 - iv. designate their abstract as being eligible for the award at the time of abstract submission
 - b. Priority will be given for experimental study designs and to prospective studies.
 - c. Authors whose abstracts are chosen for an oral presentation must submit a letter from their program director or department head, attesting to the degree of involvement by the student/resident/fellow in the research and in the preparation of the abstract. This attestation must be submitted when you respond regarding your intent to present your work at the ACRM.
 - d. The author is expected to prepare a manuscript from this study which will be given priority consideration for publication in the official journal of NASPAG - The Journal of Pediatric and Adolescent Gynecology.
 - e. An award of \$1000 and a certificate will be presented to the award-winning presentation.
2. **Sally E. Perlman Award** for the best poster presentation, as judged by the Abstract Committee, with cash prize. An award of \$250 and a certificate will be presented to the award-winning presentation.
3. **Evelyn Green Laufer Award** for the best oral presentation, as judged by the Abstract Committee, with cash prize. An award of \$500 and a certificate will be presented to the award-winning presentation.
4. **Resident Education Committee Award for Innovation in Medical Education** for best original research (oral or poster presentation) self-designated as furthering evidence-based teaching

practices directed towards medical student, resident, and fellow education. Specific criteria will look at the use of education theories and innovative strategies in trainee education. An award of \$500 and a certificate will be presented to the award-winning presentation.

5. **Health Disparities Research Award** for best original research abstract focusing on and highlighting disparities in groups who have systematically faced greater obstacles in obtaining and maintaining health resources based on their racial or ethnic group, religion, socioeconomic status, sex, gender, disability, sexual orientation, geographic location, or other characteristics linked to discrimination. Studies should address not only the disparities but focus on future actions and/or demonstrate how research, advocacy, education, or clinical intervention can affect outcomes for those impacted by healthcare disparities. An award of \$500 and a certificate will be presented to the award-winning presentation.
6. **Video Award** for the best video abstract, as judged by the Abstract Committee, with case prize. An award of \$250 and a certificate will be presented to the award-winning presentation.
7. Monetary awards will be announced and the recipients recognized on the last day of the meeting. Many awards require self-designation by the authors to be eligible, please be aware of these items in your abstract submission forms.
8. **Most Impactful Poster Designation:** Recognition of poster presentation of highest impact work based on audience participation vote at the ACRM. Will be announced at awards ceremony at meeting conclusion.

F: WITHDRAWING A SUBMITTED ABSTRACT

1. If you wish to withdraw an abstract once submitted, you may log back in the Cadmium system and click Abstract Status: Complete. You will then have the option under the abstract status drop down menu to select "withdrawn."

G: QUESTIONS

All questions about abstract submission should be directed abstract@naspag.org. Please note that no abstracts submitted after the submission deadline will be accepted. The deadline WILL NOT BE EXTENDED.

TECHNICAL SUPPORT for the submission is available 9 – 9 ET, Mon – Fri. Please contact the following for technical support questions: Phone: (Direct) (410) 638-9239; Phone: (Toll Free) (877) 426-6323; Email: Help@ConferenceAbstracts.com; Web: www.ConferenceAbstracts.com

Award	Category	Must be a trainee	Monetary Amount	If you win this award, which other awards are you eligible to win?
Huffman-Capraro	Oral	Yes <i>(Mentor attestation required at time of abstract submission)</i>	\$1000	-Resident Education -Health Disparities

Sally E. Perlman	Poster		\$250	-Resident Education -Health Disparities
Evelyn Green Laufer	Oral		\$500	-Resident Education -Health Disparities
Video	Video		\$250	-Resident Education -Health Disparities
Resident Education Committee Award for Innovation in Medical Education	Oral or Poster		\$500	-Huffman-Capraro -Sally E. Perlman -Evelyn Green Laufer -Health Disparities
Health Disparities Research Award	Oral or Poster		\$500	-Huffman-Capraro -Sally E. Perlman -Evelyn Green Laufer -Resident Education