CALL FOR ABSTRACTS
GUIDELINES

IMPORTANT DATES

Scientific Program Chair: Jubilee Brown, MD
President: Marie Fidela R. Paraiso, MD

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<td>March 1 – April 15, 2019</td>
<td>Abstract submissions free of charge</td>
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<tr>
<td>April 16 – April 30, 2019</td>
<td>$50 fee applied to each submission</td>
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<tr>
<td>April 30, 2019</td>
<td>Abstract submissions closes at 11:59pm PDT</td>
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The AAGL Scientific Program Committee invites you to submit a written (oral) or video abstract for consideration of presentation at the 48th AAGL Global Congress of Minimally Invasive Gynecology. This year, the meeting will be held November 9-13, 2019 at the Vancouver Convention Centre in Vancouver, B.C., Canada.

Sharing research, updating the state-of-the-art, and improving medical care in minimally invasive gynecology is the primary objective of the Global Congress. The Committee welcomes physicians, engineers, scientists, and operating room personnel to submit their research to be considered for presentation in the Scientific Program, which was comprised of 738 authors from 36 countries at the 2018 Global Congress.

Please review these guidelines thoroughly as you prepare to participate in this open Call for Abstracts. After the Call for Abstracts closes, all submissions are reviewed by graders, using a standard grading scheme developed by the Abstract and Video Review Committee. Acceptance and assignment to a day and time on the scientific program will be announced on or before August 1, 2019.

INFORMATION & SUPPORT

If you have questions about abstract guidelines, competitions or if you’re having technical difficulty during the abstract submission process, please visit:


Urgent tech support needs, call +1 (401) 334-0220 (8:30 am – 6:00 pm Eastern)

For further information, please contact the AAGL:

6757 Katella Ave
Cypress, CA 90630 USA
Phone: 800-554-2245 or 714-503-6200
Fax: 714-503-6201 or 714-503-6202
8:00 am – 5:00 pm Pacific (Mon-Fri)

2019.aagl.org/callforabstracts
Call for Abstracts

PROGRAM RULES

• Authors need not be members of the AAGL to submit or present abstracts or videos.
• We will only consider those abstracts and videos submitted online through our website at 2019.aagl.org/callforabstracts.
• All submissions must be submitted in English. All text should use proper upper- and lower-case letters.
• Each author should have participated sufficiently in the work to take public responsibility for the content.
  ◊ The first author is the person who has contributed the most to the work, with other authors listed in descending order, according to their level of contribution.
  ◊ Disagreements about order need to be resolved by the authors, not the AAGL.
  ◊ The first author is presumed to be the presenting author. If he or she cannot attend the congress, please notify the AAGL as to which author will present the abstract.
  ◊ All authors must agree to the change in presenters, and any change in authors, or revisions to the abstract after the initial submission, must be approved by all authors.
• All correspondence, including submission confirmations, review, or ongoing notification updates, will be sent to the submitter’s email on file.
• Authors and co-authors must disclose financial interest or affiliation with corporations. Having an interest in or affiliation with a corporate organization does not prevent you from submitting the abstract, but the relationship must be made known.
• Authors must disclose if their abstract or video contains “off label” use of medications or devices. The intent of this policy is to alert those hearing or viewing the study that the use is not recommended by the manufacturer.
• Work that has been published or presented elsewhere, including JMIG, may be submitted, but information must be provided about where the work was presented or published. Work that has been published or presented elsewhere, including JMIG, will not be eligible for any awards.
• To encourage broad participation and diverse research, the Scientific Program Committee limits authors to no more than a total of 4 oral, video, or scientific poster abstract submissions. You may be a co-author on other papers but you may not present those papers.
• Decisions by the Scientific Program Committee for abstract acceptance in the program are final.
A abstracts are the backbone of the scientific program. Through these submissions, new ideas are shared, discussed and improved. To access the online program to submit your abstract, you will need to use one of the following browsers, listed in order of recommendation:

- Google Chrome – All versions
- Mozilla Firefox – Version 4.0 or higher (download the newest version free at mozilla.org)
- Safari – Version 6.0 or higher
- Microsoft Internet Explorer/Edge – Version 7, 8, 9 or 10 (Compatibility mode only)

In order to assign your abstract to a grader well-versed in your subject, we ask you to categorize your abstract as follows:

- Identify the type of abstract you are submitting. This will determine the grading criteria used to evaluate your abstract: Basic Science/Research/Education, Clinical Study or Instrumentation.
- Select your preferred presentation format: Oral, Video, Scientific Poster, or no preference.
- Assign your abstract to both a primary and secondary category (listed to the right). This determines where the abstract will be assigned in the program, if accepted. You must select two categories for each abstract.

**Primary Category**
- Adenomyosis
- Basic Science/Research/Education
- Dyspareunia
- Endometriosis
- Fibroids
- Gender Reassignment Surgery
- Hysteroscopy
- Laparoscopy
- Natural Orifice Surgery
- New Instrumentation or Technology
- Obese Patients
- Oncology
- Pelvic Pain
- Reproductive Medicine
- Robotics
- Single-Port
- Tissue Containment & Extraction Technologies
- Urogyn/Pelvic Floor Disorders
- Vaginal Aesthetic & Rejuvenation

**Secondary Category**
- Adenomyosis
- Basic Science/Research/Education
- Dyspareunia
- Endometriosis
- Fibroids
- Gender Reassignment Surgery
- Hysteroscopy
- Laparoscopy
- Natural Orifice Surgery
- New Instrumentation or Technology
- Obese Patients
- Oncology
- Pelvic Pain
- Reproductive Medicine
- Robotics
- Single-Port
- Tissue Containment & Extraction Technologies
- Urogyn/Pelvic Floor Disorders
- Vaginal Aesthetic & Rejuvenation
- Other
Call for Abstracts

ABSTRACT FORMAT

All abstracts will be blinded during the grading process. The names of authors, hospital affiliations and locations will not be disclosed until after grading is completed, so do not reference them in the body of your abstract. Abstracts should be submitted in the following structured format:

• **Study Objective:** Begin with a clear, concise statement of the precise objective or question put forth in the study.
• **Design:** Describe the basic study design, and duration of any follow-up.
• **Setting:** Describe the study location and level of clinical care.
• **Patients or Participants:** State the manner of selection and numbers of patients who were enrolled in a completed study.
• **Interventions:** Describe the exact treatment or intervention.
• **Measurements and Main Results:** Describe the methods of assessing patients, and state the key results. This section must include data, even if preliminary.
• **Conclusion:** State clearly the conclusions and clinical applications that are supported by the data. Advise if additional study is required before this information should be used in clinical settings.

**300 Word Maximum** – The overall limit for all segments is 300 words. Each segment must be completed before the abstract can be successfully submitted. If any segment does not apply to your abstract, please enter N/A in the field.

Abbreviations used in abstracts must be defined. Abbreviations are permitted in titles if they immediately follow the term being abbreviated and are enclosed in parentheses. If used in the text, they should be defined at first mention if not already defined in the title.

ACCME guidelines require generic names be used for pharmaceuticals, biologics, and medical devices. The trade name of the particular product used in a study may be included in parentheses the first time the product is referenced. The trade name may be used if the product is the only one of its general type and use of the generic name would encumber the reader.

Review a printed copy of your abstract and make final revisions before you submit it. No changes can be made to the title, authors or body of the abstract after it has been submitted. Keep your printed copy for future reference.

**Additional Instruction For Scientific Poster Abstracts** - The AAGL has always supported a rigorous scientific poster exhibit at the Global Congress. Scientific posters facilitate dynamic discussion and exposure of new ideas from all healthcare providers and industry. Many new ideas have been born while attendees view and discuss the merits of the material in the posters.

When you submit your Poster Abstract, you will be asked the same series of questions as above for an oral abstract.

**Grading Process**

Each abstract is assigned to multiple graders, who are asked to review the submission using a system that assesses and awards or subtracts points for the following:

**Oral and Scientific Poster Abstracts:**
- 1. Scientific methodology
- 2. Weight of conclusions
- 3. Degree of originality
- 4. Pertinence to scientific program

**Video Abstracts:**
- 1. Educational value
- 2. Scientific merit
- 3. Creative/Production quality
- 4. Excessive use of commercial footage
Call for Abstracts

ADDITIONAL INSTRUCTIONS FOR VIDEO ABSTRACTS

This section, divided into two subsections (Video Content and Video Submission), will explain the requirements and provide recommendations for submitting a quality video for consideration and inclusion into the scientific program.

Video Length – Videos must be no longer than 6 minutes in length. This includes titles, video clips and your spoken narrative.

Slides – All video presentations must contain the following slides:

1. **Introduction Slide:** Title, Author(s) and Institution (Must appear in the first 5–10 seconds of the video).

2. **Patient Information Slide:** Detailing the intended purpose of the video. (This slide follows the Introduction Slide).

3. **Summary Slide (Acknowledgements):** Appears at the end of the video.

Narration – All video presentations must be edited and narrated in English.

Music – *Music is not permitted.* Video abstracts submitted for the Global Congress are also automatically considered for inclusion in The Journal of Minimally Invasive Gynecology (JMIG), which, for copyright reasons, may not accept music.

Non-Surgical Videos – Be sure all graphs, charts and statistics are clearly readable and verbally described. The author(s) should assess the purpose of making the video and commit to presenting a clear and concise topic focused on one key element, rather than trying to cover too many elements. Below is some information to assist in making a high-quality educational video.

**Bonus Points (Highly Recommended)**

- Narration describing concerns about the safety of the structural anatomy in the region of dissection.
- Describe and show the importance of hemostasis in safe dissection in order to keep the surgical field clean and clear.
- Describe anatomic and surgical dissection concerns with tissue excisions.
- Describe suturing techniques.
- Keep your editing concise as to take the viewer through a series of steps or chapters in your thought process.
- Remember, the goal is to assist the viewer both visually and verbally in understanding your thought process. The only assumption you should make about the viewer is that he or she is trying to gain a working knowledge and understanding through your video.

- The use of visual labels and/or surgical illustrations.
- Inclusion of narration or visual aids to show the structural anatomy or landmarks contained within or bordering anatomic regions/spaces.
- Inclusion of narration or visual aids to show surgical dissections from beginning to end of a particular area or space and narration to describe the techniques being used (i.e. grasping and tenting, millimeter incision, push-spread, traction-countertraction, gentle wiping, hydro-dissection, etc.).

Call for Abstracts

ADDITIONAL INSTRUCTIONS FOR VIDEO ABSTRACTS

Technical Requirements And Considerations

- **Quality:** Videos must be of good visual quality. Keep in mind that videos are projected on large screens (often 14x20 foot screens). Be sure that you start with and maintain as high a resolution video as possible. Videos should not be lower than 720p (1280x720) resolution and should be submitted in 16:9 video format.

- **Video Size:** Video file size cannot exceed 1GB.

- **Video Format:** The preferred format is MPEG4, such as MP4. Although .avi, .mov, and .mpg formats are very good and acceptable, we recommend you consider converting the video format into the preferred MP4 format. Doing so will decrease the time to upload your video during the submission process without degrading the quality of the video.

◊ There are many options when it comes to programs for converting videos; one such conversion program we highly recommend for converting videos is called Handbrake. It is FREE and is compatible with PC, Mac and Linux platforms.

◊ Handbrake uses the very newest in technology to convert videos to the MP4 format while maintaining a very high image quality.

◊ Handbrake can be found here [http://handbrake.fr](http://handbrake.fr).

- **Compatibility:** Videos MUST play in one of the following video players: Windows Media Player® or QuickTime Player®. If you do not have any of these players, you can download them from the Internet. *If your video does not play in one of these players, it cannot be judged and will be disqualified.*

- **Commercial Footage:** Any footage published by anyone other than the author(s) or obtained from a manufacturer must be verbally acknowledged in the video and in the written summary. If more than 25% of the video is comprised of commercial video, there will be deductions taken from the scoring. If more than 50% of the video is comprised of commercial video, the video will be disqualified from competitions.

Uploading Your Video

Uploading video content is slower than downloading media or software, with which you may be familiar. Depending on the length of your video and upload speed of your Internet connection, you may experience 30 to 60 minutes of upload time to submit your video. Please be patient and plan accordingly. Your video is successfully uploaded when the status bar is complete. *Note: Uploads performed during the last few days before the deadline may experience delays.*

ADDITIONAL CONSIDERATIONS FOR VIDEO ABSTRACTS

**JMIG –** Aside from the AAGL Global Congress, video abstract submissions with the highest grading will also be submitted to The Journal of Minimally Invasive Gynecology (JMIG) for publication consideration in a future issue of the JMIG. If chosen, the JMIG Editorial Board will contact you, at which time you must be able to provide a structured abstract supporting the findings, statements or demonstrations presented in your video.

**Permitted Use:**

AAGL reserves the right to use submitted video materials for educational purposes. Unless we have written notification otherwise, the AAGL has the right to use your video at AAGL educational meetings, including Internet and other media for educational purposes, and may be added to the AAGL Video Library on SurgeryU.

**SURGERYU –** Global Congress video abstract submissions with the highest grades will be submitted to SurgeryU for publication consideration online. *Content previously submitted to SurgeryU is eligible for the Global Congress.*
The AAGL supports a robust program of awards to acknowledge excellent research in advancing minimally invasive gynecology.

**New for 2019:** Award considerations will occur after the initial submission and grading process is complete. *Only the highest graded submissions per category will be invited to compete for an award.* Authors will have the opportunity to opt out of the competition.

Awards are given in 2 categories: Signature Awards and Category Awards. These categories are awarded to either/both oral/written abstracts or papers, or video abstracts (see tables for each distinction). The following information outlines the award categories for oral and/or video abstracts.

## AWARD COMPETITIONS – SIGNATURE AWARDS

**Submission Requirements:** Oral abstracts invited to compete for an award will be required to submit a completed manuscript in addition to the submitted abstract. Additional instructions will be provided to eligible authors.

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<th>Requirements</th>
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| Golden Hysteroscope Award  
*Supported by Olympus America Inc.* | Best Paper on Hysteroscopy | Full Manuscript   | ALL                |
| Golden Laparoscope Award  
*Supported by Olympus America Inc.* | Best Video on MIG | Submitted Video  | ALL                |
| Jerome J. Hoffman Award  
*Supported by the Hoffman Endowment through the Foundation of the AAGL* | Best Paper on MIG by Resident/Fellow | Full Manuscript   | Residents & Fellows |
| Jay M. Cooper Award  
*Supported by the Jay M. Cooper Endowment through the Foundation of the AAGL* | Best Paper on MIG | Full Manuscript   | AAGL FMIGS Fellows 2014 – 2019 Only |
| IRCAD Award  
*Supported by an educational grant from KARL STORZ Endoscopy-America, Inc.* | Best Paper or Video – Excellence in Education | Full Manuscript Submitted Video | AAGL FMIGS Fellows 2014 – 2019 Only |

*Eligible Submissions - Only abstracts accepted to the program in a Plenary Session.*