

CATEGORIES OF ABSTRACTS:

ORAL PRESENTATIONS: There are two types of oral presentations:

- **Long oral presentation.** This variation is generally for major clinical retrospective or prospective studies, comprehensive clinical series, and experimental studies with statistical results.
- **Short oral presentation.** Most appropriate for retrospective case series, experimental studies, new techniques or operations, etc.

POSTERS: Suitable for small series, case reports, new techniques, etc. If selected for a Poster Presentation, a **DIGITAL POSTER SUBMISSION WILL BE REQUIRED. Specific rules for poster presentation will be sent with acceptance of abstract.**

RULES FOR SUBMISSION OF ABSTRACTS:

PAPER ABSTRACT: Paper abstracts, to be considered for Oral or Poster Presentation, **MUST** be submitted via the online abstract submission site. Paper abstracts **WILL NOT** be accepted via email. Please visit the following web page for submission site details:

<http://www.sages.org/meetings/abstracts>

VIDEO ABSTRACT: To be considered for a Video Presentation, a **short (two to three sentences)** video abstract summary of your video **MUST** be submitted via the online abstract submission site. Your video **MUST** also be uploaded online or physically mailed to the SAGES office. Please visit the following web page for submission site details:

<http://www.sages.org/meetings/abstracts>

DEADLINES: Deadlines will not be extended and no late submissions will be accepted.

Deadline for submission of paper and video abstracts is FRIDAY, OCTOBER 1, 2010, 11:59 PM PST.

1. **No Previously Published Submissions:** The abstract submitted must present original work that has not and will not be published or presented prior to the 2011 SAGES meeting.
2. **No Dual Submissions:** The abstract submitted must not have been submitted to any upcoming meetings in North America.
3. **No Previously Presented Data:** All abstracts must be new and original content OR include at least 50% new data if previously presented at a meeting.
4. **LENGTH AND FORMAT** – Abstracts should include four sections:
 - a. Objective of the study
 - b. Methods and procedures
 - c. Results (except in short papers/case reports)
 - d. Conclusions based on the results.

Allotted Space: Every abstract submitted must fit on a single page using 1 inch margins and be no more than 500 words. Images and tables may be included but the page restriction remains.

TITLE – Must be short and specific. The body of the abstract should follow logically from the title. **TITLE SHOULD BE TYPED IN ALL CAPS. TITLES ARE ENTERED ON STEP 2 OF SUBMISSION. DO NOT ADD TO THE BODY TEXT**

AUTHORS/INSTITUTION – List all authors with first author listed first. Mark name of presenting author in the online system. Enter the primary department and institution of the main authors in the space provided in the online system. **AUTHORS ARE ENTERED ON STEP 2 DURING SUBMISSION. DO NOT ADD AUTHORS TO BODY TEXT**

ABSTRACT BODY SECTIONS:

Your abstract should have the following sections (except for case reports and similar submissions):

INTRODUCTION – The first sentence(s) must state the hypothesis, purpose, or specific objective of the study.

METHODS AND PROCEDURES – Describe the study design, subjects and evaluative procedures briefly. Clear documentation of statistical methodology should accompany the methods/results section.

RESULTS – A summary of the results must support the final conclusions and be stated in the abstract. Do not include statements about providing further data or conclusions at the time the manuscript is presented. (e.g. "results and recommendations will be presented" etc.)

CONCLUSION(S) – The abstract should close with a brief statement of the conclusion(s). All data presented must confirm, refute or modify the purpose of the specific objectives of the study as stated in the introductory sentence.

NEW TECHNIQUES FORMAT – This category of abstract will be judged primarily on novelty, uniqueness, interest and potential application/impact. **FORMAT:** 1. Objective of the study/technique; 2. Description of the methods; 3. Preliminary results if available; 4. Conclusions/Expectations.

This category should be used *PRIMARILY FOR NEW TECHNIQUES OR TECHNOLOGY WHERE DATA IS STILL SPARSE OR INCONCLUSIVE*. The technique or technology must clearly hold promise for potential future application and be unique. Except for the need for conclusive data, abstracts in this category are subject to all other rules and regulations of submission, presentation, and manuscript submission as standard categories.

4. PUBLICATION AND COMPLETE MANUSCRIPT – All Accepted **ORAL Abstract Presenters ONLY MUST submit a complete manuscript to Surgical Endoscopy.**

By accepting our invitation to present, you are agreeing to submit a complete manuscript to the journal **Surgical Endoscopy** for consideration. Papers must be submitted prior to or at the time of presentation. To fulfill the video manuscript submission requirement, authors must submit the presented video (complete with English narration) and the video abstract summary text to Surgical Endoscopy. Manuscripts must be submitted via the following web site:

<http://mc.manuscriptcentral.com/surgendosc>

FAILURE TO SUBMIT A MANUSCRIPT BY THE TIME OF PRESENTATION WILL FORFEIT YOUR PRIVILEGE TO SUBMIT A SCIENTIFIC ABSTRACT FOR THE SAGES 2012 and 2013 MEETINGS.

5. NOTIFICATION – The Program Committee will send notification no later than December 2010 indicating whether the abstract has been accepted for oral, video or poster presentation and indicating the time, date and session number of the presentation. Please note that there will be both plenary and concurrent sessions at the 2011 meeting.

6. SUBMIT ABSTRACTS – All Paper and Video abstracts **MUST BE SUBMITTED ONLINE**. Please visit the below link for instructions.

<http://www.sages.org/meetings/abstracts>

For more information please contact:

SAGES Office

Phone: 310-437-0544

FAX: 310-437-0585

E-Mail: abstracts-AT-sages-DOT-org

(Questions only, abstracts may not be mailed, faxed or emailed)

7. RECOMMENDATIONS –

- Avoid the use of non-standard abbreviations. Too many abbreviations, especially non-standard ones, make the abstract difficult to follow.
- Consider displaying the data in table form. This often improves the clarity of the abstracts and can save space.
- Be certain that the number of experiments performed is sufficient to statistically justify the conclusions.
- English is the official language of SAGES. All abstracts and manuscripts should be carefully proofread.