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:

https://www.sages.org/meetings/abstracts

VIDEO ABSTRACT: To be considered for a Video Presentation, a **short** (100-word maximum) video abstract summary of your video MUST be submitted via the online abstract submission site. Your video MUST also be uploaded online. **3D Videos will not be accepted**. Please visit the following web page for submission site details:

https://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, SEPTEMBER 20, 2019, 11:59 PM PDT.

1. **Previously Presented Abstracts:** No abstracts may be submitted that have been previously presented at a regional (Central Surgical, Southwest Surgical, etc.), national, or international meeting. Abstracts that have been presented locally (state ACS chapter meeting, institutional or departmental research day for example) will be considered. If the abstract has been previously presented locally, where and when it was presented must be disclosed during the abstract submission process
2. **No Previously Published Submissions:** The abstract submitted must present original work that has not and will not be published prior to the SAGES 2020 Annual Meeting.
3. **No Dual Submissions:** The abstract must not have been submitted to any other upcoming regional, national, or international meeting.
4. **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 (unless presented locally as described above).
5. **Manuscript Submission:** Accepted Oral Abstract Presenters must submit a complete manuscript to *Surgical Endoscopy*.
6. **Digital Poster Submission:** If selected for a Poster Presentation, a digital version of the poster must be submitted.
7. There is no limit to the number of abstracts you may submit, but **you may not submit a video abstract and a written abstract on the same study/data set**. You must select either a written abstract submission or a video abstract submission
8. **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 written abstract submitted must be no more than **400 words**. Video Abstract submissions are limited to a 100-word written summary. Images are allowed with written abstract submissions. Images and tables should not be included in the short written description when submitting a video abstract. Images must be no larger than 1MB in file size, and no larger than 900 pixels wide by 900 pixels high. Tables may be included in the abstract submission but will go against the abstract's 400-word limit.

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**

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.

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.

PUBLICATION AND COMPLETE MANUSCRIPT – All Accepted ORAL Abstract Presenters 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://www.editorialmanager.com/send/

FAILURE TO SUBMIT A MANUSCRIPT BY THE TIME OF PRESENTATION WILL FORFEIT YOUR PRIVILEGE TO SUBMIT A SCIENTIFIC ABSTRACT FOR THE SAGES 2020 and 2021 MEETINGS.

NOTIFICATION – The Program Committee will send notification no later than December 2019 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 SAGES 2020 Annual Meeting.

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

https://www.sages.org/meetings/abstracts

For more information please contact:
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