



IUGA 
international urogynecological association

42nd Annual Meeting

June 20 - 24, 2017

Canada

ABSTRACT SUBMISSION GUIDELINES

- 1.** Abstract Submission Deadline is **Monday, February 6, 2017 11:59 EST**
- 2.** Abstracts may be submitted online at <http://www.iugameeting.org> and in English. Confirmation of each submission and all further correspondence will be sent only to the contact email entered for the designated abstract Presenter.
- 3.** Abstracts may be submitted on the following topics:
 - Anatomy
 - Anorectal Disorders
 - Basic Science
 - Epidemiology/ Quality of life
 - Faecal incontinence
 - Fistula
 - Imaging
 - Pathophysiology of Pelvic Floor dysfunction (includes pregnancy, delivery)
 - Pelvic pain
 - Pelvic Organ Prolapse
 - Laparoscopic and Robotic Surgery
 - Sexual Function
 - Surgical Education
 - Surgical Complications
 - Urinary Incontinence: Assessment (includes Urodynamics)
 - Urinary Incontinence: Treatment includes Stress incontinence and Overactive Bladder Syndrome)
 - Voiding Dysfunction
- 4. Character count limit is 4200:** (excluding spaces, approximately 700 words).
 - Allowance for each table: 250 characters
 - Allowance for each graph/figure: 750 characters.
- 5. Title: PLEASE DO NOT INCLUDE THE ABSTRACT TITLE IN THE ABSTRACT TEXT- IT WILL BE ENTERED SEPARATELY.** Text will be formatted in BOLD UPPERCASE CHARACTERS. Further editing will be available through the submission system.

6. Authors and Disclosures:

PLEASE DO NOT INCLUDE AUTHORS OR INSTITUTIONS IN THE ABSTRACT TEXT- THEY WILL BE ENTERED SEPARATELY. Up to 12 Authors and corresponding contact details may be entered into the submission system. If the abstract is a result of a Study or Working Group, there will be an option to enter the name of this group in the Author Block.

7. Abstract Submission Format:

Only deidentified abstracts will be reviewed. **ABSTRACTS WITH TEXT IDENTIFYING INVESTIGATORS OR SPONSORING INSTITUTION WILL BE REJECTED – NO EXCEPTIONS!** Examples: include references to authors/institutions in figures, charts, references, ethics submissions.

Please use the **required** headings listed below to construct your abstract:

- **Introduction:** Describe the background supporting the relevance of the research question
- **Objective:** State the purpose of the study or investigation
- **Methods:** State details on study subjects, techniques, and/or observational/ analytical methods.
- **Results:** Include your main findings, noting statistically significant data.
- **Conclusions:** Summarize principal conclusions, emphasizing new and important aspects.
- **References:** only include citations, **NO AUTHOR NAMES, INSTITUTIONS OR ARTICLE TITLES** limit to 3, will be included in total character count.

8. THERE ARE TWO METHODS FOR ABSTRACT SUBMISSION:

1. COPY AND PASTE- abstract text and tables may be copied (PC- *ctrl C*) and pasted (PC- *ctrl V*) into the space designated for abstract content. Figures, images and charts may be uploaded as separate files by clicking on the link to [Add an Image](#).

2. UPLOAD- abstracts may be uploaded to the system by clicking on the link to [Upload a File Containing Your Abstract](#). *Supported formats include Microsoft Word (Word 95-2003) or Corel WordPerfect only. When using Word 2007 file, you must save the document as "Word 97-2003" in order for it to upload using the file attachment step.* Tables may be included in the abstract file without separate upload. Figures, images and charts may be uploaded as separate files by clicking on the link to [Add an Image](#). You will be given an opportunity to arrange the uploaded image files within your abstract text later in the submission process.

IMAGE FILES

Each graphic image reduced character count by 750. Supported formats are limited to GIF and JPG files. The recommended graphic size, to optimize resolution, is two (2) inches wide by three (3) inches tall and 300 DPI.

9. VIDEO SUBMISSION METHOD:

- **Videos** and an accompanying abstract describing the objectives of the video must be submitted electronically through the website. The accompanying abstract must be written in English. It should contain a brief description of the Objectives,

Methods and clinical relevance of the video submission maximum character is 4200,(same as abstract) and **must be blinded with no identifying texts.**

- The below criteria must be met for acceptance of video presentation.
 - **.wmv** or **.mpeg** formats only
 - Maximum duration: **8 minutes; video upload maximum is 115MB**
 - Videos must have English captions or narration
 - Please ensure that your videos protect patient anonymity and integrity.
 - **PLEASE REMOVE ALL PRODUCT LOGOS/NAMES FROM VIDEO- if a video is submitted with the product name/logo included, the video will be disqualified from consideration.**

10. Submission Rules:

- A. Abstract may be accepted as (Case Studies are not allowed):
 - Oral Podium
 - Oral Poster
 - E-Poster (abstract will be published in the IUJ online and the abstract thumb drive available at meeting)
 - Video – discussed
 - Video - non discussed
- B. Once Abstract is submitted, **Confirmation of Submission** will be sent by email when the submit button is clicked.
- C. **Common Reasons for Rejections:**
 - Previous presentation at international meeting
 - Previously published
 - Case Reports
 - Identifying texts within abstract (author name, institution)
- D. **Financial Disclosure Statement:** (required on all named authors of abstract)

In order to ensure balance, independence, objectivity, and scientific rigor in all activities and in accordance with the Accreditation Council for Continuing Medical Education's Standards for Commercial Support, abstract presenters are required to fully disclose all financial relationships of named authors. This includes indicating that you have nothing to disclose. Full disclosure information on all abstract authors will be displayed in the transition slide between podium presentations and will be published in the meeting Program Guide. [Click here](#) for details on what potential conflicts of interest require disclosure. The abstract submission will not be finalized and confirmed until disclosure information is uploaded on all named co-authors. Abstract will be completed when ALL authors submit their financial disclosure.

E. All Conference participants must have a current disclosure

- If **Current** appears next to the name of the author nothing further is needed to confirm their disclosure information.
- If **“Non Current”** appears next to the name of the author, the disclosure is currently incomplete and needs to be finalized by the author. Please use one of the email options to send this author a reminder.
- If there is no matching disclosure a **Disclosure Not Found** status will appear next to the author name. Please use the email option to send request to this author asking them to create and complete a disclosure.

Please Note: Only one disclosure is required per meeting per individual. The name & email must match in the disclosure and abstract author information for them to link properly. Common issues reported when using the disclosure system

- Special characters within a name are not always recognized. Please use Americanized spelling.
- Please ensure that no excess spacing is entered
- The system searches for exact matches on First Name, Last Name and Email address

F. Randomized controlled trials: (RCT) protocol- all abstracts categorized as an RCT on submission MUST follow CONSORT guidelines.

G. Institutional Review Board / Ethics Committee:

Approval or waiver from an Institutional Review Board (IRB)/ Ethics Committee is required for submission of all abstracts. You will be required during online submission to document whether your study has received IRB or Ethical Committee Approval. You will be asked to enter the unique IRB identifier number in the space provided on the web form. If approval is waived by an IRB or a Research and Development Committee, IUGA must receive a copy of the waiver letter on or before February 23, 2017. You may upload a scanned copy of the waiver letter or send it by fax to 202.733.3365. Please indicate: Attention: IUGA Annual Scientific Meeting Abstract Submission.

Animal studies require an approval from the institution's animal subject's board. The IACUC number for animal studies must be documented in the space provided for IRB numbers.

For submissions that do not warrant an IRB or Human Ethics committee review (as may be the case for physician surveys and meta-analyses) you will be given the option to indicate “Not applicable”.

The IUGA program committee will assist with questions regarding IRB approval. Please fax or email Maureen Hodgson with a letter detailing your questions at: +1 (202) 733. 3365 or office@iuga.org **Attention: IUGA Scientific Meeting Abstract Submission.**

11. Eligibility requirements for Prizes:

To be considered for prizes, the 10 top highest scoring abstracts will be required to **submit** a “publication ready” companion manuscript to IUGA at office@iuga.org. Date to be announced later. Prizes will be given in the following categories and awarded \$500 for each prize.

- Axel Ingelman Sundberg – Overall Best Paper
- Basic Science – Best Paper
- Best Video
- Best Presentation by a Physician in Training

12. Knowledge Translation Videos – NEW Category:

This category is meant to be educational, showcasing best practices and should not include scientific or clinical topics. Videos will not be presented, instead they will be shown on a continuous loop during the conference. Video must be no longer than 5 minutes in length and should provide a narrative that highlights the problem and presents the solution.

Suggested ideas:

- Unique solution to teach pelvic exams to medical students.
- Simulation solutions for teaching surgical skills.
- Use of simulation to build teams.
- Performance enhancement program.
- Centralized care paths to improve access to care.
- Multi-disciplinary delivery models.

The below criteria must be met to upload the video:

- **.wmv** or **.mpeg** formats only
- Maximum duration: **5 minutes; video upload maximum is 115MB**
- Videos must have English captions or narration
- Please ensure that your videos protect patient anonymity and integrity.

13. Notifications:

A. Notifications of abstract acceptance will be sent by email by **Friday, March 10, 2017**.

B. Instructions to Presenters will be included as a PDF attachment to the email notification and will also be posted for download on the 2017 meeting website.

C. You may access your Submitted Abstract and make revisions until the submission deadline with your given abstract username and password (created on submission) through <http://www.iugameeting.org>.

Oral Podium, Oral Posters, and Video Abstracts will be published in the IUJ. All remaining abstracts (non-discussed posters) will be published in the IUJ online.