

**AMERICAN COLLEGE OF SURGEONS
DIVISION OF EDUCATION
VIDEO-BASED EDUCATION SESSIONS**

*95th Annual Clinical Congress
October 11-15, 2009, Chicago, IL*

*Abstract Submission Deadline: Sunday, March 1, 2009
Videos must be received at ACS by Monday, March 2, 2009*

It is our pleasure to invite you to participate in the Division of Education's Video-Based Education Program. Submitted videos are reviewed for presentation at the 95th Annual Clinical Congress, October 11-15, 2009 in Chicago, IL. This is your chance to interact with surgeons and health care personnel from around the world, to educate the Fellowship, and to expose your work to an audience of more than 10,000 registered attendees.

Process for Submission of Video Abstracts, Videos, Deadlines and Notification

The online form must be completed and submitted by March 1, 2009. Abstracts cannot be accepted after that deadline. Videos may be received on Monday, March 2 due to weekend delivery schedules. Notification of video acceptance will be sent on or before June 1, 2009. All committee decisions are final. We look forward to your participation in the American College of Surgeons 95th Annual Clinical Congress.

GUIDELINES FOR PRODUCING A VIDEO

Video Format

1) Videos must be submitted as an original production, in final edited form, and be in one of the following acceptable NTSC video formats:

DV AVI file (720 x 480)
Mini-DV or DVCAM tape with 30 seconds before and after video
Authored DVD with 30 seconds before and after video
DV Quicktime file (720 x 480)
HDV tape 1080i60

Videos formatted submitted in a unacceptable format will be returned since it cannot be reviewed. Unacceptable formats include:

PAL (European format)
WMV
H.264
MPEG-1

Videos submitted as an email attachment or via youSENDit will not be considered.

2) The video should include the title of the video, name of surgeon(s), institution where the surgery was performed, and city and state (country) on the first screen of the production.

3) Only clear, good quality videos produced in a professional manner will be considered.

4) All videos must include an English narration (soundtrack) that includes clear sound; no surrounding noises and the video must connect voice narration to images shown. Background music used during the narration may deter and distract from the surgery and is not advised. There should be no distracting noises during the video. Videos submitted without soundtrack will be returned to the author.

5) The length of the video should be 8 to 15 minutes in length.

Video Content

1) If the information is on a particular case or cases, the narration must address the case and provide information about the case such as the history, proper investigation, and outcome.

2) If the information is on a particular procedure, the video must address the components of the procedure and include information that addresses the various surgical techniques.

3) Videos in surgical subspecialty categories other than general surgery which have been submitted or presented at another educational meeting, professional association, or society will be considered for review and the ACS Video Library.

4) The content of the production must include a narrative summary, findings and/or conclusion.

5) U.S. authors must be HIPAA compliant. Patient privacy must be maintained at all times.

GUIDELINES FOR SUBMITTING AN ABSTRACT **VERY IMPORTANT REMINDERS PRIOR TO SUBMITTING YOUR ABSTRACT(S)** *PROOFREAD YOUR WORK PRIOR TO SUBMITTING THE ABSTRACT*

Deadline: March 1, 2009

1) The abstract should not exceed 250 words, and be included on the online video submission form.

- A) Verify the CORRECT contact information – **especially** the e-mail address
- B) Provide legal, full names for **ALL** authors (first name, middle initial and last name)
- C) Provide full credentials for **ALL** authors

2) The abstract should contain a title, the author(s) or surgeon(s) performing the surgery and the name of the institution, city and state where the surgery took place.

3) The abstract must identify with a surgical category listed on the submission form.

The following Subject-oriented Symposia will be presented at the 2009 Clinical Congress. Please consider submitting a video for consideration to one of the following unique sessions:

Subject-Oriented Symposium: Bariatric/Metabolic Surgery

Subject-Oriented Symposium: Breast and Reconstruction

Subject-Oriented Symposium: NOTES and Single Port Access

4) The abstract should clearly address the area of concern (clinical problem) or specific procedure.

5) If the abstract is discussing a case, it should include a detailed history and background.

6) The abstract should be thorough and may include qualitative and quantitative information.

Video Submission FAQ's

Q: If my video will not be completed by the due date can, I submit it late?

A: No, you will need to submit it next year.

Q: May I submit my video abstract and then send the completed video later?

A: Yes, as long as the actual video is received at ACS by Monday, March 2, 2009, due to the weekend delivery schedules.

Q: Why does the video have to be received by March 2, 2009 if you already have the abstract?

A: Because the review process begins almost immediately after the deadline.

Q: May I submit more than one video on the same tape?

A: No, please use a separate tape for each video.

Q: Do I need to label the video tape and the accompanying box?

A: Yes, please make sure there is proper identification on the video and box to avoid confusion.

Q: Can I submit the video without soundtrack and later add it if the video is accepted?

A: No, videos without soundtrack will not be reviewed.

Q: Can I submit more than one video?

A: Yes, you may submit as many videos as you wish, however, usually no more than two videos from the same institution are accepted for presentation on a specific session.

Q: How should I send the video?

A: It is best to send the video using an overnight service. You may send more than one video in the same package.

Q: What is the reference number for?

A: It is the submission system generated number used to track the video during the review and selection process. This number is also necessary to access your abstract via the weblink sent in your confirmation email if you choose to revise your submission before the March 1, 2009 deadline. Instructions for this process will be provided via an email sent to the primary contact.

Q: What is the preferred video format?

A: MiniDV is preferred, but DVD will also be accepted.

Q: Can I exchange the video for an updated version before Congress?

A: No, unless specifically requested to do so by the video session coordinator.

Q: When will I know if my video(s) have been accepted?

A: By June 1, 2009 or earlier

Q: Can I have a co-author present the video at Congress in my place?

A: Yes, as long as ACS is notified in advance

Q: Do I have to be a Fellow to submit a video?

A: No

Q: Will I receive my original video back?

A: If your video is accepted for presentation, Cine-med, Inc. will retain the video for inclusion in the ACS Video Library, unless you specifically request that it be returned. If your video is not accepted, it will be returned to you.

Q: If my video is accepted, will I receive a complementary registration to the Clinical Congress?

A: No, if you are not currently a member of the College, you may want to look at our membership information (<http://www.facs.org/memberservices/documents.html>). Residents and medical students are especially encouraged to take advantage of our low membership dues.

Q: If I want a co-author to present the video with me, will they receive a complementary registration to the Clinical Congress?

A: No, if they are not currently a member of the College, please encourage them to look at our membership information (<http://www.facs.org/memberservices/documents.html>).

Q: Once submitted, may I withdraw my video?

A: Yes, just send the request in writing via email to gdykman@facs.org.

Q: If I have any questions not listed, whom should I contact?

A: Please contact Gay Lynn Dykman at gdykman@facs.org or (312) 202-5262