



Clinical Congress 2014 Frequently Asked Questions Video-based Education

Q1	What is the method of submission?	Abstracts are only accepted through the American College of Surgeons website at www.facs.org . Videos must be forwarded to Ciné-Med via the link: https://www.transferbigfiles.com/dropbox/cinemed (for additional information – see Q17 below)
Q2	What is the time period for submissions?	The electronic abstract submission site will be available on or about December 13, 2013. Abstracts must be submitted before Monday, March 3, 2014; 5:00 pm (CST) . Late submissions are not accepted.
Q3	What type of abstract should be submitted?	The abstract is limited to a 250-word summary of the video content and must highlight one educational or technical aspect or "teaching point" that is addressed by the video.
Q4	When will I be notified if my abstract was accepted?	You will receive notification of the Committee's decision regarding your video before June 2, 2014. All committee decisions are final. We look forward to your participation in the American College of Surgeons 2014 Annual Clinical Congress in San Francisco, CA.
Q5	What about foreign, non-standard characters, punctuation, or scientific symbols?	The abstract database cannot accept foreign, non-standard characters or scientific symbols. Please do not use quote ("), or apostrophe (') marks.
Q6	Can abstracts be revised after submission?	Before Monday, March 3, 2014, 5:00 pm (CST), revisions may be made via the electronic submission site. The Division of Education recommends carefully proofreading the content of your abstract prior to submission and completing the submission process early - preferably two weeks before the deadline. This allows adequate time to make any edits or revisions. Instructions on how to revise a submitted abstract will be provided in the electronic confirmation.
Q7	Who reviews the videos?	Submitted videos are reviewed and selected by members of the Committee on Video-based Education. 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 meeting attendees.
Q8	Can I provide more than one self-assessment question?	No. Questions will be selected by the Committee or session coordinator. There will be four questions selected per hour of credit (i.e. 1.5 CME hours = 6 questions). There are usually 5-7 videos presented per hour, allowing time for discussion.
Q9	How will I know if my abstract submission was received?	Upon submission, a reference number is generated and sent via email. Authors should use this number when referencing their submission(s).
Q10	When will the accepted abstracts be presented?	Accepted abstracts are presented during sessions of the American College of Surgeons 2014 Annual Clinical Congress, October 26 – October 30, in San Francisco, CA.
Q11	Can the abstract or the author/co-author order be revised after the deadline?	No. Revisions to the author information (additions, deletions or rearranging the order) are not permitted after the deadline: Monday, March 3, 2014, 5:00 pm (CST).
Q12	If I submit my abstract to a program and later realize I should have submitted to another, how can I change the program?	Before Monday, March 3, 2014, 5:00 pm (CST), you may resubmit the abstract to the new program and then withdraw your abstract from the previous program. You will be issued a new reference number. After Monday, March 3, 2014, 5:00 pm (CST), the Division of Education cannot re-assign an abstract from one program to another.
Q13	What if a duplicate abstract submission is made in error?	The most recent abstract submission will be forwarded to the appropriate committee for review and the previous submission(s) will be withdrawn. If you are aware of this, please notify us immediately so that we can withdraw the duplicate from the submission site.
Q14	Is the first-named author expected to present at the Clinical Congress?	Yes, whenever possible. Please notify ACS staff at acsvideoeducation@facs.org and the video session coordinator prior to the meeting if an alternate will be presenting the video.
Q15	How may I withdraw my abstract?	Before Monday, March 3, 2014, 5:00 pm (CST), abstracts may be withdrawn via the electronic submission site. After Monday, March 3, 2014, 5:00 pm (CST), a withdrawal notification must be made in writing to ACS staff at acsvideoeducation@facs.org .



Q16	If my abstract is accepted, will I receive complementary registration to the Clinical Congress?	No. All video presenters are required to register and pay any applicable registration fees for attending the Clinical Congress. For presenters who are not currently members of the College, we invite you to consider applying for ACS Fellowship. Residents and medical students are especially encouraged to take advantage of the low membership dues. For more information, visit http://www.facs.org/memberservices/documents.html .
Q17	Where/how do I send a video submission?	<p>All videos must be clearly identified and received by Ciné-Med no later than Monday, March 3, 2014. You may send your video electronically or by overnight mail.</p> <p>Submit Electronically Submit your video(s) under 2 gigabyte using this link: https://www.transferbigfiles.com/dropbox/cinemed</p> <p>Name your video file as follows: VS2014_5-digit-number from your abstract confirmation_Last-Name.file-extension <i>Example: VS2014_34567_Smith.mov</i></p> <p>Mail For videos over 2 gigabytes or if you are unable to submit electronically, send via overnight mail to the following address:</p> <p style="text-align: center;">Ciné-Med, Inc. ACS Videos Attn: Tom Way 127 Main Street North Woodbury, CT 06798</p> <p>You may send more than one video (on separate media) in the same package. Please use appropriate packaging materials to protect media from damage.</p> <p>If you have any technical issues or questions, please contact Jim McLaughlin at Ciné-Med, Inc., via email: jmclaughlin@cinemed.net or phone: (203) 263-0006.</p>
Q18	In what order should the authors be listed?	The first-named author should be the individual who is presenting the video. Other contributors (co-authors) should be listed as desired for publication in the official program.



Q19	What if my abstract has been selected for presentation and/or publication by another organization prior to the meeting in October?	Video submissions that have previously been presented may be considered eligible for presentation if they have been presented at a non-general surgery specialty society or association meeting or at the institution where the video was produced. If you have any questions, contact ACS staff.
Q20	If my video is incomplete, can I submit it after the deadline?	No. You should withdraw your abstract and submit it next year.
Q21	May I submit my abstract and then send the video later?	Yes, as long as Ciné-Med receives the video by March 3, 2014.
Q22	May I submit more than one video on the same media?	No. Please use a separate file or DVD for each video.
Q23	Can I submit more than one video?	Yes. There is no limit to the number of high quality videos you may submit; however, usually no more than two videos are accepted from the same author or institution per video session.
Q24	Will my video be returned after review?	No. Retain a copy for your records.
Q25	May I submit the video without narration and add it later if the video is accepted?	No. Any video without narration will not be reviewed.
Q26	Can I exchange the accepted video for an updated version before Congress?	No, unless specifically requested to do so by the video session coordinator.
Q27	What is the preferred video format?	<p>Acceptable Video Formats</p> <ul style="list-style-type: none">• All video must be minimum 720x480 or 640x480 for standard definition, a maximum of 1280x720 for HD• Do not create HD video file if your content is not HD• If video is HD, ensure video fills the frame• Video will not be presented in full HD, but will be archived at original resolution• DV-AVI MPEG-2 MP4/h.264 QuickTime DV <p>Unacceptable Video Formats WMV - any resolution XVID, DIVX, MPEG1 PowerPoint files</p> <p>If you have any technical issues or questions, please contact Jim McLaughlin at Ciné-Med, Inc., via email: jmclaughlin@cine-med.net or phone: (203) 263-0006.</p>



Q28	What are the video content requirements?	Videos must be 10 minutes or less in length, include English narration, and in the final edited format. Authors must also highlight one educational or technical point addressed by the video.	
Q29	What are the subject categories for submitted videos?	Bariatric Surgery Cardiac Surgery Cardiothoracic Surgery Colon and Rectal Surgery General Surgery General Surgery - Endocrine General Surgery - Hepatobiliary General Surgery – New Technologies General Surgery - Solid Organ Neurological Surgery	Obstetrics and Gynecology Orthopaedic Surgery Otolaryngology (Head and Neck Surgery) Pediatric Surgery Plastic Surgery Thoracic Surgery Trauma Urologic Surgery Vascular Surgery
Q30	What are the guidelines for video abstract submission?	<ol style="list-style-type: none"> 1) Complete the abstract form accurately and provide as much detail as possible. It serves as a detailed summary of your video for the review committee. 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 (country if outside the US) where the surgery took place. 3) The abstract must be associated with a surgical category listed on the submission form. 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. 7) The Summary of Surgical Case is limited to 250 words or less. 8) Do not use all capital letters, hyphens, or quote marks. 9) Proofread your documentation. 10) Use proper manuscript documentation and grammar. 	



Q31	What are the guidelines for video production?	<ol style="list-style-type: none">1) Submit video as an original production, in final edited form, using clear voice over in English, connecting voice narration with images shown. <u>Background music is not acceptable.</u> Only clear, good quality videos produced in a professional manner will be considered.2) Display the video title, name of surgeon(s)/author and co-authors, institution where the surgery was performed, and location (city, state/country) at the beginning of video.3) If you must send your video via mail, label disc or flash drive with VS2014 an abstract reference (ID) number, video title, and author. VS2014_5-digit-number from your abstract confirmation_Last-Name.file-extension <i>Example: VS2014_34567_Smith.mov</i>4) Length of the video must not exceed 10 minutes.5) If the information is about a clinical case, the narration must provide information about the case, such as a medical history, diagnostic work-up, and outcome.6) If the information is about a particular procedure, the video must address the components of the procedure and include information that addresses the various surgical techniques.7) Videos previously submitted/presented at another educational or professional meeting, in surgical specialty categories other than general surgery, are acceptable.8) Do not include copyrighted images such as medical illustrations from textbooks or the internet without permission of the content owner.9) Patient privacy must be maintained at all times. Videos submitted with identifiable patient information or features will not be considered. Please obscure patient name on x-ray, MRI, Ultrasound, and CT images, removing personal information and blur the patient's face if not part of procedure. If the patient's face is near the surgical field, obscure the face either with a drape during surgery, or with a blur effect in post-production. The video must be HIPAA compliant. Also, if not part of the procedure, obscure genitalia.
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Q32	What are the Technical Specifications?	<p>Technical Specifications</p> <ol style="list-style-type: none">1) Edit using a setting that matches the resolution of your original video.2) Do not edit using a higher resolution than your original video.3) Render your final video file to match your editing settings.4) Likewise, do not render final video file at a higher resolution than the original footage.5) If including text graphics, be sure they are at the same aspect ratio as the rest of the video content.6) Acceptable formats include: h.264 or WMV at 720x480 or 640x480 minimum, up to 1080p; DV-AVI or QuickTime DV<ol style="list-style-type: none">a. Note, videos may be submitted in HD, however projection at Clinical Congress is not HD7) Unacceptable formats include: f4v, flv, mpeg-1, any video smaller than 640x4808) Address video production technical questions with Jim McLaughlin at jmclaughlin@cine-med.net or call (203)263-0006.