



## GUIDELINES OF ABSTRACT SUBMISSION

### INTRODUCTION

The abstract submission guidelines for the 35<sup>th</sup> ISGE Annual Meeting 2023 in conjunction with the 10<sup>th</sup> IGES National Congress are intended to provide clear instructions before submitting an abstract. You are kindly requested to carefully read the guidelines stated below. The 35<sup>th</sup> ISGE Annual Meeting 2023 in Conjunction with the 10<sup>th</sup> IGES National Congress Scientific Committee (SC) maintains the right to reject any abstract that does not meet the below requirements or is in violation of them.

### IMPORTANT DATES

- Submission deadline – **Monday, January 23<sup>rd</sup>, 2023 at 10.00 pm Bali Time (GMT+8)**
- Submitter notified of acceptance by email – **Monday, February 6<sup>th</sup> 2023**
- Presenter registration deadline – **Wednesday, February 13<sup>th</sup> 2023**

All free paper presenters must register and pay the applicable registration fees to remain in the program. Presenters who fail to pay registration fees risk will be removed from the program at the discretion of the Program Committee. There is no reduced registration fee for presenters. Please go to the Registration page on the Congress website at <https://www.isge.org/event/isge-annual-meeting-in-conjunction-with-10th-national-iges-congress/>

### FINANCIAL SUPPORT

ISGE – IGES committee does not provide any financial support – such as a registration waiver, accommodation and/or travel support – to presenters. Presenters are responsible for their own expenses related to their congress participation.

### ABSTRACT REQUIREMENT

Total number of words for the title	140 characters
Total number of words for the body	1,600 characters
Total number of Authors (first author and co-authors)	3 authors
Total number of Affiliations	5 affiliations

## SUBMITTING ABSTRACTS

All abstracts must be submitted through email [presentation.isge.iges.bali@gmail.com](mailto:presentation.isge.iges.bali@gmail.com)

When submitting abstracts, authors are required to choose:

- 1) Presentation styles
  - A. Oral Session
  - B. E- Poster



C. Video Session

2) Category of the Abstract:

01	General	16	Complication
02	Hysterectomy	17	Education/Training
03	Myomectomy	18	Anatomy
04	Endometriosis	19	Outcome/Statistics
05	Adenomyosis	20	Hysteroscopy
06	Infertility	21	Fallopscopy
07	Anomaly	22	Microwave endometrial ablation
08	Ovarian Tumor	23	Fetoscopy
09	Ectopic Pregnancy	24	Elderly Person
10	Malignancy	25	Obesity
11	Single port/Reduced port/Needlescopic/NOTES	26	Onco-fertility
12	Prolapse	27	Basic research
13	Robotics	28	Medical Staff
14	Technique	29	Miscellaneous
15	Device		

Author information

During online submission, the following information is required for all authors:

- full name
- affiliation (organization/institution, city, country)
- email address
- phone number

The submitter will be asked to indicate the presenter. One of the listed authors must be the presenter. It is recommended to limit the selection to one presenter. All correspondence will be with the person who submits the abstract.

Note: Submissions will be peer reviewed – the review process is double blinded, meaning that author and reviewer information is not shared with either party.

Consent to Publication

During submission, the submitter is required to consent to publication of the submitted abstract. The submitter is responsible for receiving consent from all authors before completing a submission.

Language

Written submissions are accepted in English only



## INSTRUCTIONS FOR ABSTRACTS

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Committee requires a structured abstract which includes the following segments:

### Objective

Begin with a clear, concise statement of the precise objective or question presented in the study.

### Methods

Indicate the measurement(s) of primary study outcome which has been planned before data collection begins. If the manuscript does not report the main planned-outcomes of a study, this fact should be stated and the reason should be indicated. State clearly whether the hypothesis, which was being tested, was formulated during or after data collection. Explain some outcomes or measurements which might be unfamiliar to the general medical readership.

### Results

Describe the methods of assessing patients and state the key results; this section must include data, even if preliminary.

### Conclusion

State clearly the conclusions and clinical applications that are supported by the data. Advice, if additional study is required before this information, should be used in clinical settings.

## AWARD COMPETITIONS FOR ABSTRACTS

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Awards will be made to acknowledge excellent research in advancing minimally invasive gynecology. The award competitions for paper, poster, and video are open to all.

There will be an Award Ceremony at the Closing Ceremony on **May 27<sup>th</sup>, 2023**. If you are selected as an awardee, please be sure to attend the ceremony.

## ORAL PRESENTATION GUIDELINES

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Your cooperation is appreciated in keeping the meeting on schedule for the benefit of all attendees. Please note the following guidelines:

**Authors must be prepared before presenting to allow fast and easy transition from one talk to another to avoid unnecessary delay between presentations. All talks are limited to the amount of time listed in the program.**

- **Standard Audio-Visual Package:** LCD projector, screen, laser pointer and wireless lapel microphone.
- **Speakers:** A laptop will be provided in each technical session room. You can bring your own laptop as a back-up only but remember to bring the necessary video connectors as well.



- **Speaker Ready Room:** In order to be prepared for your presentation, a speaker Ready Room is provided in the **LEGIAN room (lobby level)** to help presenting authors give a smooth and trouble-free presentation. Testing your presentation in the Speaker Ready Room will minimize potential equipment compatibility issues. PowerPoint presentation to be used during the session should be uploaded in the Speaker Ready Room no later than **AN HOUR** before your scheduled presentation.
- **Oral Presentation:** presentation duration **10 minutes (including Q&A session)**. The program has an extremely tight time schedule, you are therefore requested to keep to this schedule precisely. Given the brevity of presentation, we suggest you limit your presentation slides to 10.
- **PowerPoint Screen:** size is 16:9.
- **Audio Visual Assistance:** only minimal audio-visual assistance can be expected from your session chair. If a problem arises, please relay the issue to the staff on-site, who will contact the appropriate personnel.
- **Preparing Your Presentation:** in order to use MAC presentations on a PC compatible computer please note that you need to prepare it according to the instructions below, before bringing it to the Speakers' Ready Room:
  1. Use a common font, such as Arial or Times New Roman (special fonts might be changed to a default font on a PowerPoint based PC)
  2. Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based PC)
  3. Use a common movie format, such as AVI, MPG and WMV (MOV files from QuickTime will not be visible on a PowerPoint based PC)
  4. You may use your own Apple laptop computer as a back-up only. In such a case please confirm that it has a VGA socket for external signal and come to check it first in the Speakers' Ready Room as soon as you arrive and later on in the session hall where your lecture is taking place during the coffee or lunch break prior to your session, at least **1 hour** before the start of the session.
- **Media:** please save your PowerPoint presentation on a USB stick/thumb drive and / or send the file to committee's email: [presentation.isge.iges.bali@gmail.com](mailto:presentation.isge.iges.bali@gmail.com)
- **Presentation Language:** the official language of the congress is English. Simultaneous interpretation will not be provided.
- **Security:** committee is not responsible for the security of any personal equipment
- **Note: The use of your own laptop during your presentation IS NOT ALLOWED.**
- **Pre-Session Instructions:** Kindly be at your session rooms at least 15 minutes before your session is due to start. This will allow you to meet your chairperson. This will also allow you to be briefed on how to use the Audio-Visual Equipment inside the meeting room.
- **Certificates of Participation:** each presenter will be given one certificate. This certificate will be issued under the name of the presenter. You may claim the certificates from the Registration Counter on **May 27<sup>th</sup> 2023 at 10:00 hrs** or you may request for the e-certificate send to your email.

#### E-POSTERS GUIDELINES

- An E-Poster is an electronic version of the traditional boards, and is displayed on monitor screens using PowerPoint slides. E-Poster may include text, figures, tables and images. NO video/animations.



- E-Posters should consist of a maximum of 12 Microsoft PowerPoint slides, including title slide and offering information on the following topics: Introduction, Material and Methods, Discussion, Conclusion
- Use only Times New Roman or Arial Font with the minimum size of 18; maximum number of lines per slide – 10
- Use the first slide to display the title of the E-poster and author information
- Pictures & graphics should be of good quality
- The file size should be less than 5 MB
- E-posters should not contain any video or animation slides.
- Scientific E-Posters, in general, have the following characteristics:
  1. Are presented by individuals rather than organizations
  2. Present scientific material, usually new information
  3. Do not solicit members, or promote an organization
- Selected E-Poster can be viewed any time during the conference. A specific time slot will not be required.
- Kindly upload your E-Poster at the venue in the Speaker Preview Room on **May 24<sup>th</sup> 2023 at 12 noon** and / or send the file to committee's email: [presentation.isge.iges.bali@gmail.com](mailto:presentation.isge.iges.bali@gmail.com) in advance, is highly recommended.

### VIDEO PRESENTATION GUIDELINES

#### How to Submit the Video:

- Please be sure you have submitted your abstract first.
- Please upload the video to Google drive.
- Please send an e-mail to the administrator / committee [presentation.isge.iges.bali@gmail.com](mailto:presentation.isge.iges.bali@gmail.com) with information of URL download or by "WeTransfer" file sending mode. Deadline on **Tuesday, February 28<sup>th</sup>, 2023 at 8.00 pm Bali time (GMT + 8)**

Video uploaded subject	<Video Title>_ <Author Name>
Video Length	no longer than 7 minutes
Narration	in English.
Video Quality	Videos must be of good visual quality. Videos should not be lower than 720x480 resolutions. For Non-Surgical Videos, be sure all graphs, charts and statistics are clearly readable and verbally described.
Video Format	MPEG4 such as MP4 Formats are very good and acceptable: .avi, .mov, .mpg
Compatibility	Windows Media Player or QuickTime

#### Questions

If you have any questions regarding the online submission system or your scientific content, please contact the Congress team's email: [isge.iges2023@gmail.com](mailto:isge.iges2023@gmail.com) or call / WhatsApp: +62 811 2024 228 or +62 813 217 23083