



2017 ASGE Video Submission Criteria and Instructions

Outstanding video submissions will be featured during two prestigious sessions at DDW® in 2017. All submitted videos will be considered for selection for one of the following sessions:

- a) **The 21st Annual ASGE Video Plenary Session.** This session represents the “best of the best” high-quality, cutting-edge, fully edited endoscopic video footage presented at DDW. These submitted videos received the top ratings during our double blind peer review. New this year, the highest scoring video from the peer-reviewed process for each section will be presented an award by the moderators at the end of each section. Following the live session, all Video Plenary selections will be available for online viewing through the ASGE Online Learning Center (www.asge.org).
- b) **The 7th Annual World Cup of Endoscopy.** This session will feature a friendly international competition of selected videos representing different countries. All selected videos will be presented and scored live by an international panel of judges during the session; one winner will be declared at the end of the session and the top three countries will receive medals.

ASGE video forums are designed to showcase interesting endoscopic cases or techniques in the field of gastrointestinal endoscopy. Programs can demonstrate accepted techniques, difficult or interesting cases, complications or innovations within the field of endoscopy. Submissions can be submitted in one of the following categories:

- **Best Case:** Submissions should demonstrate an individual technique or case and should be between 2-4 minutes in length (it cannot exceed 6 minutes).
- **Best Case Series:** Submissions should demonstrate procedural techniques with results in more than three cases, and may be up to 8 minutes in length.

Selection and Presentation

Please note the following for videos selected for presentation at a 2017 DDW Video Session:

- Program should focus on interesting and novel cases or techniques in the field of gastrointestinal endoscopy.
- All submissions are subjected to a blinded, peer-reviewed process and evaluated according to content and audiovisual quality.
- You will NOT be able to make changes to the video or audio of the program after it has been selected.
- You will be required to attend the session for which your video is selected at DDW® 2017 in Chicago, IL, to present your program in English. The audio portion of your program will not be played. The presentation will include up to six minutes narration of your program for “Best Case” and eight minutes for “Best Case Series” and up to three minutes of audience/moderator question and answer.
- For the World Cup of Endoscopy, an international panel of judges will score your video in real time. A winning video will be selected at the end of the session.
- All selected videos will also be featured on the ASGE Online Learning Center following DDW.
- A select number of videos that are of high quality, but not selected for the Audiovisual Award or live presentation at DDW, may be included in the ASGE Learning Center at DDW or featured on the ASGE web site.

PLEASE NOTE: Submissions for the ASGE Audiovisual Award require a separate application. Identical programs CANNOT be submitted for both the Audiovisual Award and Video Forum presentations.

VIDEO FORUM SUBMISSION CRITERIA:

PLEASE READ ALL INSTRUCTIONS AND REQUIREMENTS CAREFULLY BEFORE SUBMITTING YOUR VIDEO.

FAILURE TO FULFILL THE LISTED REQUIREMENTS WILL RESULT IN AUTOMATIC REJECTION OF YOUR SUBMISSION.

GENERAL REQUIREMENTS:

DEADLINE FOR RECEIPT IS DECEMBER 1, 2016. Submissions received after 9:00pm EST will not be accepted. All submissions will be submitted through the DDW website. You may access the site by <http://www.ddw.org/abstracts>.

- It's highly recommended that authors view the "**Tips for Video Submissions from the Review Committee**" prior to submitting a video. You can view the video on [ASGE's Video Forum web page](#).
- A non-refundable submission fee of \$60 is required with each submission.
- An abstract **MUST** accompany each submission including background/case, endoscopic methods, and clinical implications.
- Audio narration in English must be included in the production.
- All entries must be oriented toward physician rather than patient education.
- **Any potential conflict of interest must be disclosed by ALL authors.** Each submission must include a full conflict of interest disclosure. A potential conflict of interest exists when an author or the author's institution has financial or personal relationships that could influence or could be perceived to influence the work. Examples of financial conflicts include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications, and research and travel grants within 3 years of beginning the work submitted. If there are no conflicts of interest, authors must state that there are none. These disclosures will appear with the article in print and online. Authors must use the DDW abstract submission disclosure form, which is completed through the submission process.
- Commercial support for the program production may be acknowledged with a single credit line acknowledging the company/organization providing the support.
- The program **CANNOT** contain product specific endorsements/group messages, or advertising. Generic drug names must be used; trade names may be inserted in parentheses after the initial mention of the drug. Product names should be treated similarly, listing the manufacturer's name, city, and state in parentheses. Do not put product or drug names in the title.
- **Specific products names CANNOT be mentioned during the video and effort must be taken to "black out" any product names that appear within the video. For all narration, when referring to a specific product, you must use the generic term; not doing so could result in an automatic rejection. If you have any questions about this, please contact ASGE at videoforum@asge.org.**
- The program **CANNOT** contain any copyrighted images, videos, photos, etc., without supporting documentation from the originating source of the copyrighted work. Please contact ASGE at videoforum@asge.org, for more information if any portion of your video is not the original work of the authors.
- Videos **CANNOT** contain any patient information, physician names, medical record numbers, etc. Videos must be HIPAA (Health Insurance Portability and Accountability Act of 1996) compliant. **If there are any perceived HIPAA violations, the submission WILL be automatically rejected.**
- The AV Award requires a separate application. Identical programs **CANNOT** be submitted to both the AV Award and the Video Forum.
- The submission **CANNOT** contain background music during narrative and endoscopic video footage.
- Copyright must be assigned to the ASGE by ALL authors. If this video is developed within the scope of you employment, you may have to obtain a copyright release from your institution.

PUBLICATION GUIDELINES

- Videos will not be considered for presentation if they have been, or will be presented before DDW in the United States at a national meeting of a society with the exception of the ACS Surgical Forum.
- Videos will be considered for presentation if they were, or will be, presented at national meetings in countries outside of the United States.

- Videos will not be considered for presentation if they have been accepted for publication, or will be published as an article (includes manuscripts accepted for publication) in either printed or electronic format upon the December 2 abstract submission deadline.
- Videos will not be considered for presentation if they have been duplicated in any way. Videos may not be submitted to more than one category, subcategory or society for DDW. Videos that have been submitted to DDW in previous years, but not accepted for presentation are eligible for submission.
- Violations of these policies could result in a 5 year sanction from submitting abstracts to DDW for the submitting author.

FORMATTING REQUIREMENTS:

Submissions must begin with a 2-second title slide stating **ONLY** the program title, using the ASGE slide template followed by a 2-second disclosure slide. **DO NOT** state or list your name, institution or any identifying information during the video. The ASGE slide template can be downloaded from [ASGE's Video Forum web page, http://www.ddw.org/abstracts](http://www.ddw.org/abstracts), or can be requested via email to videoforum@asge.org. The original PowerPoint file must also be submitted along with the video.

- Video must be formatted in one of the following types: MPEG4 (.mpg) or QuickTime (.mov). Other video file formats will not be accepted.
- **It is recommended that all submissions be submitted in High Definition**
- Video size recommended for high definition: 1920x1080 (square pixel ratio) or 1280x720 (square pixel ratio), both for 16:9 aspect ratio. Bit Rate: 5Mbps (for 720) or 10 Mbps (for 1080).
- Video size recommended for standard definition: 720x480 (0.9 pixel ratio) for a 4:3 aspect ratio or 720x480 (1.2 pixel ratio) for 16:9 aspect ratio.
- Please be sure to use a Video Frame Rate of 30 frames per second.
- To ensure good image quality, a Video Data Rate between 3-10 Mbit/second is recommended.

REMINDERS FOR AUTHORS:

- ✓ Submissions not received by **December 1, 2016 at 9:00pm EST** will not be accepted. Please plan ahead to account for reproduction and testing of videos, internet errors, etc.
- ✓ All fields on the submission form must be completed.
- ✓ Payments must be made online.

Each author must complete their Individual financial disclosure statements through the ScholarOne Website - <http://www.ddw.org/abstracts>. Failure to comply with these rules could result in administrative rejection of your submission without peer-review.

Submit your video online: <http://www.ddw.org/abstracts>

Questions? Email videoforum@asge.org.