Video Submission Guidelines

Accepted videos will be presented during Video-based Education sessions at Clinical Congress 2024 in San Francisco, CA.

Submission deadline: Wednesday, March 1, 2024
1:00 PM Central Time

CONTENTS

If you have any technical issues or questions, please contact Technical Support at 217-398-1792 or acs@support.ctimeetingtech.com. Technical Support is available Monday through Friday, 8:00am-5:00pm Central Time.

SUBMISSION INFORMATION

Videos, along with their abstracts, must be submitted on or before Friday, March 1, 2024 at 1:00pm CST. **Late submissions are not accepted**

There is no limit to the number of high-quality videos you may submit. Video submissions previously accepted and/or presented may be considered eligible for presentation at Clinical Congress if presented at a non-general surgery specialty society or association meeting or the institution where the video was produced.

Video Formatting

All videos must be MP4/H.264 and a minimum of 1920x1080. Do not upscale to HD with SD source. Ensure audio is at a good volume, is not distorted, and is recorded in a quiet setting. Do not use audio from the OR unless it is relevant to the content.

Name your file with reference ID#, last name, and video title: Example: 9999_Jones_HellerMyotomy.mp4

Video Production

Reviewers rate the videos based on relevancy of the surgical procedure, production quality of the video, value as a teaching aid for inclusion in the ACS Video Library, and adherence to the submission guidelines. Please be sure your video(s) comply with the following instructions:

1. Video must be an original production, in final edited form with a clear voice-over in English, connecting the narration with images shown. The video should not exceed 10 minutes in length and background music is not acceptable.

2. Display the video title, name of surgeon(s) and/or co-authors, institution where the surgery was performed, and the location (city, state/country) at the beginning.

3. Any conflicts of interest are to be shown on a disclosure slide following the title slide.

4. **<u>The video must be HIPAA compliant</u>**. Videos submitted with identifiable patient information or features will be rejected. Please obscure patient name on any images, removing personal information, and blur the patient's face if it is not part of procedure.

5. If the information is about a clinical case, the narration must provide information about the case such as medical history, diagnostic work-up, and outcome. 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.

6. Do not use copyrighted images, illustrations, or video unless you are the copyright holder.

7. Ensure that text graphics are legible when the video is rendered to its final format.

8. If you are using PowerPoint slides in the video, keep the content at least 50 pixels from the screen edges.

9. Record open surgery using a camera mounted on a tripod. Use longer instruments when possible to optimize visualization.

10. External views of laparoscopy should be recorded with a video camera if possible and not with the laparoscope. When recording laparoscopy, use smoke evacuation if available to optimize image clarity while using energy devices. Be sure to record laparoscopic video in the highest quality possible.

Abstract Requirements

The abstract requires a 250-word summary of the video content, five keywords related to your video, and must highlight one educational or technical aspect addressed by the video. You must also choose category which most accurately reflects your video topic from the following:

Bariatric Surgery	Obstetrics and Gynecology
Cardiothoracic Surgery	Orthopaedic Surgery
Colon and Rectal Surgery	Otolaryngology (Head and Neck Surgery)
General Surgery	Pediatric Surgery
General Surgery - Endocrine	Plastic Surgery
General Surgery - Hepatobiliary	Trauma
General Surgery - Hernia	Urological Surgery
General Surgery - Pancreas	Vascular Surgery
Neurological surgery	

Authors who use artificial intelligence (AI) tools in the writing of an abstract, production of images or graphical elements, or in the collection and analysis of data, must be transparent in disclosing in the Materials and Methods (or similar section) of the abstract how the AI tool was used, and which tool was used. Authors

are fully responsible for the content of their submission, even those parts produced by an AI tool, and are thus liable for any breach of publication ethics.

Disclosure Statement

In accordance with Accreditation Council for Continuing Medical Education (ACCME) guidelines, all named authors must complete an ACS disclosure statement during the submission process to disclose all financial relationships with any commercial interest. Submitters may not complete disclosures on their co-authors' behalf. In addition to the disclosure slide required in the video, **all authors should log in to the submission platform to complete the disclosure statement by the submission deadline: March 1, 2024.** Authors may have up to 48 hours past the submission deadline to finalize disclosure information. Any submissions with incomplete disclosures after this time will not be reviewed.

Presenting Author

Only authors listed in the author string at the time of submission are able to present. If one of the listed co-authors is unable to present, we will have to withdraw the video from the program.

REVISIONS AND WITHDRAWALS

Before March 1:
You may edit or withdraw your submission within the submission site. Deleting the submission will withdraw it from consideration.

After March 1:
Your video cannot be altered after it has been submitted. If you feel the video should not be presented in its submitted form, please withdraw it from the program. Withdrawal notifications should be submitted to acsvideoeducation@facs.org.

NOTIFICATIONS

Presenting Authors will be notified of the Committee on Video-based Education's decision via email on or before June 1, 2024.

Exclusion from the review process
Videos will be excluded, and will not receive a notification email, for the following reasons:
- Videos received after Friday, March 1, 2024, 1:00 PM Central Time
- Incomplete submissions and/or incomplete disclosure statement(s)
- Failure to adhere to the formatting and production guidelines above

ATTENDING CLINICAL CONGRESS

Session Structure

If accepted, the previously submitted video will be used for presentation. The narration will be muted to allow for live narration from the podium. There will be a 3-5 minute discussion following the video.

Registration & Reimbursement

Presenters are required to register themselves for the meeting. Registration will open in late May. Due to the size and scope of the meeting, ACS does not provide reimbursement for airfare, hotel honorarium, etc. to session faculty.

We appreciate your willingness to contribute to the continuing education of surgeons in the field.

ACS VIDEO LIBRARY

At your consent, the accepted video will become a part of the ACS Video Library. You will still own the rights to the video, which means you are be able to present it at other conferences and remove it from the library should you choose to. We ask that you do not sell the video while it is a part of the Library.

While in the ACS Video Library, your video may be featured as a "Best of" video during an evening session at a future Clinical Congress.