

## CALL FOR VIDEO CASES & GUIDELINES FOR SUBMISSION

### General information

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Participants are invited to submit original scientific Video Cases for video presentation provided that the Video Cases **have not been previously published as a full paper**. If you have submitted your case to a journal for publication, please ensure that the publication date will be after the congress. Note that cases presented during national or international meetings may also be submitted.

**Accepted Video Cases will be published as supplement, either in printed format, electronically or both, to the UEG Journal and online on the UEG Journal website and the UEG website. UEG requires an exclusive licence to publish the accepted Video Cases which you need to grant on behalf of all authors of the abstract as part of your submission of a Video Case for UEG Week.**

Authors are requested to conform to the following guidelines for submission of Video Cases. Cases not conforming to the guidelines will not be referred for review. The Video Case must be submitted in English (UK spelling) and must be presented in English. Video Cases will be reviewed by a panel of experts and may be selected for video presentation (or may be rejected). The time allotted for each presentation will depend on the session to which the Video Case is allocated.

**Submission of a Video Case constitutes a formal commitment by the author to present the Video Case in the session and at the time decided upon by the UEG Scientific Committee.** Any change in the presenting author needs to be communicated in the form of a written statement to the UEG Scientific Committee.

**If the original presenting author is unable to present the Video Case, it is that person's responsibility to ensure that one of the co-authors takes over this role.** Failure to present the case for other than well-founded reasons will lead to rejection of Video Cases submitted at the next UEG Week.

**The registration fee for the presenting author will not be waived. The presenting author must register for the meeting by September 10, 2015 or withdraw the abstract.** Notification of acceptance or rejection by the UEG Scientific Committee will be mailed to the submitting author at the e-mail address supplied on the submission form **by beginning of July 2015. Additionally you have the possibility to see the acceptance status of your abstract online at the submission website (B-Com Portal).**

Bearing in mind the various security measures and firewalls, we kindly request that you ensure that e-mails can reach you by adapting your spam filter accordingly. Detailed information, guidelines and recommendations for video presentation, as well as time allotment, date, hour and venue, will be sent in plenty of time to authors whose video cases are accepted for presentation at the meeting.

### Important Dates

<b>Opening of Video Case submission:</b>	<b>Thursday, January 15, 2015</b>
<b>Deadline for Video Case submission:</b>	<b>Thursday, April 30, 2015; Midnight, CET</b>
<b>Deadline for delivery of DVD/CD-ROM:</b>	<b>Thursday, April 30, 2015</b>

### How to submit a Video Case

1. Video Cases may be submitted only electronically by using the online form **from January 15, 2015** until the deadline via the conference website <https://www.ueg.eu/week/>.
2. Video Cases sent by mail, e-mail or fax will not be accepted.
3. A title (in capital letters) that clearly indicates the nature of the case should be provided.
4. Abbreviations should be avoided in titles but may be used in the text if they are defined at first usage.
5. The authors' names (full first names, family names), gender and places of work (institution, city, country) must be shown, but omit degrees, titles, appointments, postal address and acknowledgement of support.
6. The length of the video case abstract should not exceed 2,900 printable characters including title of the abstract, author details, headers, punctuation, blank spaces and references.
7. The Video Case should be as informative as possible:
  - State the specific objective of the study
  - State the methods used, if pertinent
  - Summarize the results obtained
  - State the conclusions reached

8. Please make sure that your Video Case does not contain spelling, grammatical or scientific errors, as it will be reproduced exactly as submitted.
9. Statements such as “data will be presented” or similar will lead to automatic rejection of the Video Case.
10. Cases can be saved in draft status and completed before the deadline. Only abstracts with the status “Final submission” will be considered for review.
11. The Internet submission form will automatically reject Video Cases that do not conform to the guidelines.
12. The submission system will generate a temporary submission number that must be used in all correspondence. If you do not receive this number immediately after your submission, your case has not been registered.
13. Once your submission is completed, please send the video documentation on a DVD or CD-ROM to:  
  
UEG Week 2015  
c/o MCI Suisse S.A.  
Attn: Coralie Deleage  
Rue de Lyon 75  
CP 502  
CH-1211 Geneva 13  
Switzerland
14. The reviewers will judge the Video Case according to the originality of work, the relevance to UEG Week 2015, standard of English, objectivity of statement, description of what was done, suitability of methods in relation to aims, conclusions confirmed by objective results, ethics, scientific value, potential clinical value and overall impression.
15. If you need to withdraw your Video Case, a written statement reflecting the reasons for this decision needs to be sent to [uegweek2015abs@mci-group.com](mailto:uegweek2015abs@mci-group.com) not later than July 19, 2015. Thereafter, UEG cannot guarantee any changes within its printed matters!

### **Guidelines for Video Case DVD/CD-ROM Preparation**

The Video Case DVD/CD-ROM needs to fulfill the following requirements:

- No sound
- Minimum 6 minutes with a maximum of 8 minutes
- Make sure to use a standard video format (e.g. MPEG, AVI)

### **Further Information**

If you have any additional questions or need further **information concerning video case submission**, please contact:

UEG Week 2015  
c/o MCI Suisse SA  
Tel.: +41-(0)22-33 99 673  
E-Mail: [uegweek2015abs@mci-group.com](mailto:uegweek2015abs@mci-group.com)

Office Opening Hours:  
Monday to Friday 09:00 – 18:00 CET