



UROGYNÆCOLOGICAL SOCIETY OF AUSTRALASIA

REBUILDING 2021 UGSA ASM

17 - 20 NOVEMBER

AUSTRALIAN NATIONAL MARITIME MUSEUM

SYDNEY | AUSTRALIA

Abstracts and video presentations (submitted as an abstract detailing the video presentation) are invited for podium presentation during the Free Communication Session at the Urogynaecological Society of Australasia 2021 Annual Scientific Meeting (2021 UGSA ASM & AGM) being held in Sydney, Australia Wednesday 23 March to Saturday 26 March 2022. Abstracts and video abstracts are welcome on any of any topic relevant to pelvic floor dysfunction. Abstracts must not have been published elsewhere and be submitted by the presenting author. Only one abstract author can be nominated as the 'presenting author'.

The deadline for abstract and video abstract submissions is 5pm Friday 29 October 2021. Abstracts and video abstracts will be reviewed by the Organising Committee and will be selected using criteria such as:

- Clarity and appropriateness of the design and methods
- Relevance and appropriateness of the results and analysis
- Originality and relevance of the discussion
- Overall quality of the abstract
- Presentation of new research findings
- Relevance to women's health
- Utilisation of new technology in urogynaecology
- Papers that challenge current thinking in urogynaecology

All abstracts and video abstracts should be submitted by the person named in the program, except in the case of illness or other extenuating circumstances (approved by the Organising Committee).

All correspondence will be sent to the submitting author. Only one author per submission can be nominated as the 'presenting author'. Please note that all presenters on the program must register for the meeting and pay the appropriate registration fee by the Abstract Submission deadline Friday 10 September 2021. It will be assumed any presenter not registered by this date has withdrawn their abstract from the program. Abstracts must be relevant to the field of Urogynaecology and Female Pelvic Floor Dysfunction.

KEY DATES

Friday 29 October Abstract Submissions Close

Monday 1 November – Friday 19 November 2021 Abstract review process

Friday 26 November 2021 Authors notified whether abstracts have been accepted

PRESENTATION FORMAT

Authors will be required to indicate the preferred presentation format from one of the below options when submitting an abstract.

PODIUM PRESENTATIONS

Each abstract and video selected for podium presentation will be allocated 8 minutes to present and 2 minutes for Q&A during the Free Communications sessions. Please note that following acceptance of an abstract or video for podium presentation, the abstract or video shall not be presented to any other scientific body before the 2021 UGSA ASM.

LENGTH AND STRUCTURE

- i. A maximum of 750 words excluding title will be accepted. Word count does not include tables and two references (tables limited to two).
- ii. Abstracts should be structured to contain objectives, methods, results, conclusions, or recommendations.

LAYOUT AND FORMAT

- i. Each abstract must be prepared in Microsoft Word. No other formats will be accepted.
- ii. The title of the abstract should be written in sentence case i.e., initial capital letter, followed by lower case.
- iii. List details of the author/s name/s (surname followed by initial of first name with a comma separating each author). Name of the presenting author must be asterisked (*).
- iv. List author/s affiliation/s (organisation, city, state, country), separated by commas. Author/s and affiliation/s to be linked by a superscript number.
- v. Please note that double spacing should separate the title, author/s name/s, affiliation/s and body of the text.
- vi. Please refrain from using printed enhancements such as italics, underlining, bold text etc. Italics may be used for non-English words or scientific names where necessary.

ABSTRACT SUBMISSION GUIDELINES

- i. **CLOSING DATE FOR ABSTRACT SUBMISSION IS Friday 29th October**
- ii. All paper-based abstracts are to be submitted via an online portal on the UGSA ASM website. Please visit [UGSA ASM](#) click on the 'Abstract' tab to submit your abstract online.
- iii. All video and poster abstract submissions are to be submitted directly to the ASM Secretariat via email or dropbox (a corresponding link will be shared closer to the time)
- iv. Abstracts should be submitted by the presenting author only
- v. One author per abstract can be nominated as the 'presenting author'
- vi. All submissions must be accompanied by a maximum 80-word biographical paragraph of the presenting author
- vii. Biographical details will be used by the session chair for introductions purposes and may also be published in meeting literature
- viii. You will be given the option to have your abstract available online through the Members page on the UGSA website
- ix. Please ensure you have the following required information available before beginning the online abstract submission process:
 1. Your contact details.
 2. The title of your abstract
 3. Preferred presentation type (Oral, Poster or Video Presentation).
 4. Name and organisation of your co-author/s, if applicable.

5. Your (the presenting author's) brief biography (maximum 80 words). Biographies are to be written in full sentences (not dot points) and in third person.
6. Your abstract prepared in the format specified under Abstract Preparation Guidelines
7. The best 16 oral presentations and 2 best video abstracts will be selected for podium presentation.
8. Please note abstracts may be re-formatted and edited for publication in the program handbook.
9. Changes to Final Abstract: any necessary changes to your abstract must be made by the final submission date. Edits cannot be accepted after the submission deadline.

POSTER PRESENTATIONS

Abstracts not selected for podium presentation will be eligible for a Poster presentation.

The top 20 Poster presentations will be prominently displayed in the meeting venue; all other posters will be on display and available for viewing by delegates on the ASM registration website.

PREPARATION OF THE POSTER

For the 2021 UGSA ASM we will be accepting Electronic Posters (E-Posters) in PDF format. Printed posters or photographs of printed posters will NOT be accepted. Poster Submission Deadline: Friday 29th October 2021.

The poster should be a clear visual presentation of your submitted abstract and should meet the following criteria:

Title of the Poster

- It is recommended to keep the title of the poster same as in the submitted abstract. Slight modification which does not change the idea of the abstract is also allowed.

Poster size and format

- Poster must be submitted in PDF format.
- It is recommended to make your poster in PowerPoint (Landscape or Portrait) and then save it as a PDF before uploading it to the UGSA registration site.
- Make sure that you do not exceed the limit of 5 PPT slides for your E-Poster.

Your Information

- The top of the Poster should display the following information:
 - Title of your Paper, Name(s) of the Author(s) and Affiliation(s).

Lettering

- Kindly use both UPPER- and lower-case letters for general content, as all-capital text is difficult to read. It is recommended to use size 14 font for the content of the poster.
- Make sure there is enough contrast between the colour of the text and the poster's background.
- Text and presentation should be in ENGLISH only.

Content of the Poster

- Make sure that the specific sections (such as the background, methods, results, and conclusions) are easy to locate in the poster.
- Try to keep the text easy to read and concise. The poster should have a clear message, a logical layout and be easy to comprehend.
- Avoid the use of full sentences and rather use short text in bullet point format.
- Avoid using watermarks that may detract from the readability of your poster.

Illustrations

- Illustrations are the most important part of the poster and will attract the most attention.
- Colourful charts and graphs are the easiest to read. Explanatory illustrations should be used instead of text whenever possible.
- Use only static images and do not embed any videos or animation in your poster.
- Try to utilise the space on your poster as creatively as you can to attract the audience and make sure that the images are easy to understand.

VIDEO PRESENTATIONS

Video presentations not selected for podium presentation will be available for viewing via the UGSA ASM website.

AWARDS AND PRIZES

The presentations will be judged onsite during the ASM.

During the meeting prizes will be awarded to the Best Free Communication, Best Poster Presentation and Best Video.

Prizes will be awarded for the following:

- Best Abstract Presentation \$1000
- Best Poster \$500
- Best Video \$500