

## Guidelines for the Drafting and Submission of Abstracts

### Free Communications, Posters and Videos

Abstracts that do not comply with the guidelines will not be evaluated and will be declared invalid.

Only those abstracts for which the presenting author (see below) has paid the submission fee in full by Thursday 10 February 2022 can be evaluated.

Please read the following guidelines carefully before submitting your abstract.

Please submit your abstract online. [> Link](#)

Abstracts received by email cannot be accepted.

- **Punctual payment of the submission fee by the presenting author (presenter)**

- **Abstract in English only**

### Deadline for Submission:

Thursday 10 February 2022, 17:00

Abstracts must be completed by that time. Incomplete abstracts will be deleted once the deadline for submission has passed.

### Confirmation of Submission:

Once you have sent the online submission form, you will immediately receive a confirmation email. If you do not receive an email within a few minutes (please check your spam), please contact the Congress Organisation. Submission is only considered final once you have received this email confirmation.

### Number of Abstracts:

First authors are permitted to submit multiple abstracts, however they are only allowed to appear once as a presenter.

### First Author:

The first author is the person responsible for the abstract. The correspondence and email addresses on the abstract registration form (online) are binding. No further amendments can be made to the abstract once it has been submitted.

### Presenter:

Details of the presenter must be provided on the submission form. Only one abstract can be presented at the Congress. The data provided to the Congress Organisation is binding. The presenter must have paid the submission fee in full by 10 February 2022.

### Submission Fee (gynécologie suisse membership status of the presenter at 1 January 2022):

Member of gynécologie suisse → CHF 350.00

Member of gynécologie suisse (extraordinary member in further education) → CHF 210.00

Non-member → CHF 550.00

Midwives, carers, students, research assistants (evidence to the Congress Organisation) → CHF 210.00

Extraordinary member in further education of gynécologie suisse **and** Young Forum → CHF 0.00

Student of Human Medicine at a Swiss University (evidence to the Congress Organisation) → CHF 0.00

The submission fee is an allowance for special expenditure and cannot be returned or transferred in the event of non-participation at the Annual Congress. In the event that the abstract is rejected, the fee will be returned.

The submission fee is also the Congress fee.

## Registration for the Congress:

The Congress fee is included in the submission fee paid by the presenters. If a presenter does not participate at the Annual Congress, their fee cannot be returned and cannot be transferred.

**a. Wording on the online form****Abstract in English only**

- b. Font:**
- The use of formatting (italics, superscripts or subscripts) is not permitted.

**Tables:** If your abstract contains a complex table, please send this as an excel file to sekretariat@bvcongress-creating.ch.

- c. Title, name of the authors, name of the presenter, clinic(s):**

This information must be entered in the designated fields on the online form and not in the text field intended for the abstract.  
The abstracts will be assessed on an anonymous basis.

- d. Length of the abstract:**

The maximum length for the abstract is 2500 characters incl. spaces.

- e. Structure:**

- Introduction
- Material and Methods
- Results
- Conclusion

**Structure Case Report:**

- Introduction
- Case Report
- Conclusion

**Approval and Evaluation of published Abstracts:**

- It is permitted to present published abstracts at the Congress.
- Only unpublished abstracts will be considered for the awarding of prizes.
- Abstracts that have already been presented at other meetings will be considered for the awarding of prizes.

The following information must be provided at the time of submission of the abstract and on the welcome page of the presentation (see also presentation guidelines):

Has the presentation/abstract been published? Yes/No

Reference information

Digital publication, link

**Disclosures:**

Collaborations with companies, institutes, etc. within the last 3 years that are associated with the abstract must be mentioned on the welcome page of the presentation.

**Publication of the Abstracts:**

All abstracts that are approved for presentation will be published in the gynécologie suisse book of abstracts. The wording of the original abstract submitted will be retained. The editorial team will not make any orthographical changes to the text, nor will it make changes to its content. No further amendments can be made to the abstract once it has been submitted.

## Evaluation and Terms and Conditions of Acceptance:

**1. Evaluation:**

The number of free communications, posters and videos is limited. gynécologie suisse scientific committee is responsible for the final selection and the decision with regards to the format of the presentation (free communication, poster or video), as well as the evaluation of the abstracts submitted. All decisions are final.

The Scientific Committee, led by Prof. David Baud (Lausanne) and Prof. Bruno Imthurn (Zurich) will assess the abstracts submitted according to the following criteria: originality, scientific content, clinical relevance.

**2. Confirmation of Acceptance:**

First authors and presenters will be informed of their acceptance by 21 April 2022. Along with confirmation of acceptance, they will also receive detailed information concerning the presentation. This can also be viewed on [www.sggg-kongress.ch](http://www.sggg-kongress.ch) or [www.f.sggg-kongress.ch](http://www.f.sggg-kongress.ch).

## Awarding of Prizes:

gynécologie suisse awards prizes for the best posters and free communications with the intention of encouraging young research talent in our field. Prizes are awarded to residents and fellows, but not to head doctors, senior consultants or research group leaders.

Only unpublished abstracts can be considered for prizes.

Prize for Case Report: is only awarded to an abstract from a non-university clinic

### Prizes for Posters and Free Communications:

1<sup>st</sup> prize CHF 3,000.00

2<sup>nd</sup> prize CHF 2,000.00

3<sup>rd</sup> prize CHF 1,000.00

### Prize for Case Report

Prize CHF 1,000.00

### Prizes for Videos (AGE):

1<sup>st</sup> prize CHF 1,500.00

2<sup>nd</sup> prize CHF 1,000.00

3<sup>rd</sup> prize CHF 500.00

### AUG Young Talent Prize:

Young Talent Prize 1: CHF 1,000.00

Young Talent Prize 2: CHF 500.00

Prizes will be awarded during the social evening on Friday 24 June 2022.

The Scientific Committee requests that the award winners or a co-author must be present at the award ceremony.

## Performance Coaching and Short Presentation:

It is the desire of gynécologie suisse Managing Board and the Scientific Advisory Board that the Free Communications, Posters and Videos are predominantly reserved for young researchers. In order to promote young talent, we want to provide young researchers with the opportunity to present themselves and their work and to receive acclaim for outstanding abstracts and presentations.

Abstracts that are of interest **can be selected** by the jury for a short presentation. For the main topics, we link these short presentations with a visit from a performance coach. That coaching should help our young speakers to give their short presentations in an interesting and concise manner and should also help to build a solid foundation for future lecturing activities.

These presentations are understood to be **additional** to those given during the session for Posters, Free Communications or Videos.

During performance coaching, which will take place on Thursday 19 May 2022 in Zurich, the presenters of the selected abstracts will receive professional training. Short presentations will only be approved if their presenters have participated in performance coaching. The presenters of the abstracts that have been selected will be informed by Congress Organisation at the end of April 2022.

Should you have any questions or require clarification, please contact the Congress Organisation.

[sekretariat@bvcongress-creating.ch](mailto:sekretariat@bvcongress-creating.ch)