

VIDEO ABSTRACT SUBMISSION GUIDELINES

On-line Abstract Submission Process Begins: August 3, 2009
VIDEO Abstract Deadline Date: November 9, 2009 @ 11:59 PM EST

Submitted abstracts are graded individually by peer reviewers based on scientific merit and originality. Accepted abstracts are assigned to be presented in a video session. Abstracts must be written in English and, if accepted, presented in English. **Multiple abstracts by the same authors based on the same study population or data will be rejected outright.**

Preparation of Abstracts

- 1. Size:** The size of the abstract is limited to 2,280 characters not including spaces. This includes title, body of abstract, tables and graphics. Tables are calculated at 250 characters. Graphics are calculated at 225 characters per graphic.
- 2. Title:** The title should clearly define the topic and contain no abbreviations.
- 3. Authors:** List the primary author's full name, followed by the other authors' names. Spell out completely the names of all authors using full first name, middle initial and last name. (Maintain consistency in authors' names on multiple abstracts to avoid duplication in the Author Index.)
- 4. Presenting Author:** **If the author(s) of the video is an employee(s) of or has a financial relationship with the commercial interest which controls the content of the video then he/she cannot be the presenting author.** In all printed publications the presenting author will be denoted with an asterisk (*). **Please note:** As of January 18, 2010, any changes to the Presenting Author will not be published in the Program Abstract Book.
- 5. Body of Abstract:** The abstract should be informative and detailed.
 - The body must contain 4 separate paragraphs: a) Introduction and Objective, b) Methods, c) Results and d) Conclusions.
 - It is NOT acceptable to state that "The results will be discussed." Inclusion of specific data is helpful to the reviewers.
 - Indicate the major new findings of the study.

- Standard abbreviations may be used as follows: on first use spell out the full term and follow with the abbreviation in parentheses.
- Graphs and/or tables may be used; characters in graphs and tables are counted towards the overall character limit of the abstract.
- Proprietary names of drugs are not allowed; generic names must be used.

6. Source of Funding: Grant support must be indicated on the "Source of Funding" page. If there is no support, "none" must be listed. This is a required field in the submission process. **Abstracts deemed to be purely for marketing purposes will not be accepted.**

7. Conflict of Interest and Disclosure Statement: All authors must disclose conflicts of interest. The electronic submission process will not allow abstracts to be submitted without this information being completed for each author listed on the abstract.

8. Topic List: Authors must select a video category from the provided list.

9. Keywords: Authors must select up to 3 keyword entries from the provided Keyword Index that best describes the subject of the abstract.

AUA GUIDELINES FOR DIGITAL VIDEO SUBMISSIONS

The AUA video program is now in digital format. All accepted abstract presentations will be shown in the AUA DVD Library. The accepted digital video sessions and the award-winning digital videos will be compiled on DVDs and offered for sale to interested parties. It is important that the overall quality of the video is the best it can be and this must be assured at the submission stage. All submitted videos will be reviewed initially for picture and sound clarity. **Poor sound and picture will be excluded for consideration regardless of the quality of the content.**

Accepted Standard

- NTSC is the only acceptable video standard. The following are AUA requirements for video as outlined by the NTSC standard:
 - 720x480 pixels
 - 4:3 pixel aspect ratio
 - 30 frames per second (29.97 fps based on drop frames)

Accepted File Types

(Videos MUST adhere to the NTSC standard regardless of encoding format. Videos not adhering to the NTSC standard will be rejected.)

Preferred encoding format:

- Non-copyright protected DVD with no chapter breaks in any portion of the submitted video.

Other acceptable file formats are:

- MPEG-2
- QuickTime H-264
- Windows Media Files
- Raw video files (.avi with little or no spatial compression)

Please contact auavideos@projection.com with technical questions regarding any of these formats

Methods of Submission (Choose one of the following):

- Single video file burned to 2 data CDs or 2 data DVDs
- Single video burned as 2 compiled, non-copyright protected DVDs
- Upload via FTP is available.
 - To upload via FTP, please send an email request to auavideos@projection.com including your Video Abstract Number (the number that was assigned to your abstract at submission). We will create an FTP account for you based on your abstract number and reply with instructions.

Instructions For Digital Video Submissions

1. **Content.** Only one subject per presentation. All digital videos must be recorded in English and have some sound. Submissions of presentations that are exceedingly commercial in character are discouraged; and such submissions are less likely to be accepted for presentation. Submissions funded by commercial companies must be identified as such in a disclaimer at the start of the presentation. **In addition, the opening of the presentation should begin with the exact title and the authors' names.**

2. **Length.** 8 Minutes. **Digital video presentations that are longer than 8 minutes in duration will automatically be rejected.**

3. **Ownership Release.** The AUA will only consider digital video presentations that are accompanied by an ownership release form. This allows the presentation, if selected, to be included in the *Program Abstract Book* and to be included in the AUA DVD Library. Note: Releasing ownership assumes ownership to all elements of the final production. If, for example, you use copyrighted music in your production, you must first receive permission from the copyright owner(s) to use the music for educational purposes. Most audio/visual elements require royalties pertaining to the number of copies that will be created. The easiest way to circumvent this issue is to use only royalty-free audio/visual elements in your video production.

4. **Presentation. Digital videos** that are accepted for presentation will be shown in video sessions and in the AUA DVD Library.

5. **Video Return. Digital video** submissions will not be returned to the submitter. Non-accepted presentations will be destroyed.

6. **Digital Video Mailing Instructions.** Use overnight delivery service to guarantee delivery on or before **November 9, 2009. This is a receipt deadline, not a postmark deadline.** It is the author's responsibility to ensure that the submission arrives by the deadline, no matter what mail method is used. **The accompanying abstract should be submitted via the AUA Abstract Submitter which will be made available August 3, 2009 and a printed copy of the abstract must accompany the video presentation. No e-mails or faxes of the abstract will be accepted if mailing the video submission.**

If using FTP to submit, fax a printed copy of the abstract and the ownership release form to Pamela Carrington or Sharon Broda at FAX 410-689-3885

7. Digital Video Submission Address:

Projection Presentation Technology
Attn: AUA DVD Abstracts/Karen CuvIELlo
8351 Bristol Court, Suite 111
Jessup, MD 20794 USA

If mailing the digital video presentation, did you remember to include the following?

- **2 copies of the DVD (that are no longer than 8 minutes)**
- **Ownership release form**
- **Copy of the abstract from the AUA Abstract Submitter**

If using the FTP site, did you remember to fax the following to 410-689-3885?

- **Ownership release form**
- **Copy of the abstract from the AUA Abstract Submitter**

QUESTIONS? Please contact Pamela Carrington via e-mail at pcarrington@auanet.org or Sharon Broda at sbroda@auanet.org.

FAQ

Q: What is the NTSC Standard?

A: National Television System Committee (Abr.) The NTSC is responsible for setting television and video standards in the United States (in Europe and the rest of the world, the dominant television standards are PAL and SECAM). The NTSC standard for television defines a composite video signal with a refresh rate of 60 half-frames (interlaced) per second. Each frame contains 525 lines and can contain 16 million different colors.

Q: What is a pixel?

A: a combination of the words "picture" and "element." A pixel is the smallest discernible sample of video information, the "little squares" that make up an overall picture.

Q: What is an Aspect Ratio?

A: Aspect ratios can be difficult to understand. We will define the two that pertain to the NTSC Standard: Display Aspect Ratio and Pixel Aspect Ratio.

Pixel aspect ratio defines the ratio of width to height (w:h) of each individual pixel. Therefore, each pixel is wider than it is tall by a 4:3 (w:h) ratio.

Display Aspect Ratio is the ratio (w:h) of the number of pixels that make up the an entire frame, consisting of thousands of 4:3 (w:h) pixels.

For example, a frame that adheres to the NTSC standard is 720x480 pixels (3:2 Display Aspect Ratio) in size and requires each pixel to maintain a 4:3 Pixel Aspect Ratio.

Q: When will the AUA accept High Definition (HD) Video?

A: HD Video is quickly gaining popularity. In order to make viewing the videos simple, as well as keep the cost of video editing equipment to a minimum for abstract submitters, the AUA will not move to High Definition until it is more widely accepted. As the popularity of HD video increases the AUA will keep abreast of the changing technology to determine when the timing is best for everyone. This will likely be within the next two to five years.