

## **GUIDELINES FOR VIDEO CASE SUBMISSION**

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### **Important Dates**

<b>Opening of Video Case submission:</b>	<b>Monday, February 26, 2024</b>
<b>Deadline for Video Case submission:</b>	<b>Friday, April 26, 2024; Midnight, CET</b>
<b>Notification of acceptance/rejection:</b>	<b>by mid-July 2024</b>
<b>Deadline for confirmation/withdrawal/changes:</b>	<b>Friday, July 19, 2024</b>

### **How to submit a Video Case**

1. Video cases may only be submitted online via the conference website <https://www.ueg.eu/week/>, from February 26, 2024 until the deadline of April 26, 2024. Video cases sent by mail, e-mail or fax will not be accepted.
2. Authors are requested to conform to guidelines for submission of video cases. Video cases not conforming to the guidelines will not be referred for review.
3. Video cases will not be considered for presentation if they have been published as a full article or paper or if they have been accepted for publication (including manuscripts) in printed or electronic formats upon the April 26 submission deadline.
4. Video cases presented previously at national or international meetings may be submitted providing this is declared, but we particularly welcome work not previously presented at international meetings.
5. Video cases must be submitted and presented in English.
6. Choose one primary topic listed on the website which best corresponds to the topic of your video case.
7. A title that clearly indicates the nature of the video case needs to be provided.
8. Abbreviations should be avoided in titles but may be used in the text if they are defined at first usage.
9. The video case should be as informative as possible:
  - State the specific objective of the study.
  - State the methods used, if pertinent.
  - Summarise the results obtained.
  - State the conclusions reached.
10. The length of the video case abstract (incl. introduction, aims & methods, results, conclusion) must not exceed 2,900 characters (incl. spaces). The title of the case, references and disclosure are counted separately. Authors and affiliations are not included in the character count!

11. Statements such as “data will be presented” instead of providing the actual data within the case will lead to automatic rejection.
12. The use of trademarks is prohibited, only International Non-proprietary Names (INN), e.g. generic drug names, are allowed.
13. Indicate minimum 2, maximum 3 keywords which best correspond to the content of your video case.
14. The video file needs to fulfil the following requirements:
  - a. No sound
  - b. Minimum 6 minutes with a maximum of 8 minutes
  - c. Make sure to use a standard video format (e.g. MPEG, AVI)
15. As it is in the intent of UEG to provide high-quality sessions focused on educational content that is free from commercial influence or bias, all potential conflicts of interest need to be declared.
16. The submitting author of a video case **is requested to declare any potential conflict of interest for all authors** during the case submission. Moreover, the authors’ names (full first names, family names), gender and affiliation (places of work/institution, city, country) must be provided.
17. Please make sure that your video case does not contain spelling, grammatical or scientific errors, as it will be reproduced exactly as submitted.
18. Video cases can be saved in draft status and completed later. Make sure to submit cases with the status “Draft” before the submission deadline! Only submitted cases will be considered for review.
19. The submission system will generate a temporary abstract number upon submission that must be used in all correspondence. If you do not receive this number immediately after your submission, your video case has not been registered. Please also check your spam folder if you have not received this number.
20. Submission of a video case constitutes a formal commitment by the author to present the case in the session and at the time decided upon by the UEG Scientific Committee. Failure to present the case for other than well-founded reasons will lead to rejection of cases submitted at the next UEG Week.
21. The reviewers will judge the video case according to the originality of work, the relevance to UEG Week 2024, 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.
22. Notification of acceptance or rejection will be mailed to the submitter and the presenting author at the e-mail address supplied on the submission form by mid-July 2024 at the latest.

23. Please ensure that e-mails can reach you by adapting your spam filter accordingly.
24. If the original presenting author is unable to present the clinical case, it is that person's responsibility to ensure that one of the co-authors takes over this role.
25. If you need to change the presenting author or withdraw your video case, you can do so via the confirmation portal until July 19, 2024.
26. If you need to withdraw after the deadline of July 19, 2024, you are requested to provide a written statement reflecting the reasons for this decision to [uegweek.abstract@abstractserver.com](mailto:uegweek.abstract@abstractserver.com). Please note that UEG cannot guarantee any changes within its printed matters after the deadline.
27. The presenting author must register for the meeting by September 19, 2024 or withdraw the video case. Accepted video case presenters benefit from the extended early bird registration fee and will receive a separate email from the official housing and registration partner.
28. The registration fee for the presenting author will not be waived.
29. Accepted video case abstracts 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 abstract, which you need to grant on behalf of all authors of the abstract as part of your submission of an abstract for UEG Week.
30. Detailed information, guidelines and recommendations for oral presentation, as well as time allotment, date, hour and venue, will be sent closer to the congress date to presenting authors whose video cases are accepted at the meeting.

#### Further Information

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

UEG Week 2024 Abstract Management

E-Mail: [uegweek.abstract@abstractserver.com](mailto:uegweek.abstract@abstractserver.com)

Office Opening Hours:

Monday to Friday 09:00 – 17:00 CET