

SAGES VIDEO PREPARATION AND SUBMISSION

TWO OPTIONS FOR VIDEO ABSTRACT SUBMISSION - After you have submitted your short video abstract summary online, you can submit your video abstract via one **(NOT BOTH)** of the following options:

- **OPTION 1 (RECOMMENDED):** Upload video abstract via the following link AFTER YOU HAVE SUBMITTED THE WRITTEN VIDEO SUMMARY TO THE ONLINE ABSTRACT SYSTEM:

<http://www.sages.org/upload/>

- Fill in the basic information requested on the File Upload form.
 - Enter your 5-digit video abstract id for the “Description” field.
 - To determine your 5-digit video abstract id, check your abstract submission confirmation email or the Main Menu of the abstract submission.
 - Select “Abstract Submission” for the “Category” field.
- **OPTION 2:** Mail to the SAGES office, (1) CD-ROM of each video abstract
 - **Submit only one (1) CD of each video abstract.**
 - Videos reviews will be done online and we will only need 1 copy of your video to create the online version.

1. QUALITY:

- Video submissions must be of good quality and submitted in final form.

2. FORMATTING:

- All Videos MUST be submitted digitally in accordance with the Digital Guidelines below:

ACCEPTABLE SUBMISSION MEDIA FOR REVIEW (FOR OPTION 2 ONLY):

- CD-R or CD-RW
- Do not send DVD, ZIP/JAZ, or Flash Disk submissions

ACCEPTABLE FORMATS: (PLAYABLE ON WINDOWS PC)

- MPEG-1, MPEG-2, or MPEG-4
- Quicktime (.mov)

ACCEPTABLE FRAME SIZE:

- No smaller than 340 x 240 but full screen, 640 x 480, or 720 X 480 pixels is acceptable.

ACCEPTABLE FILE SIZE:

- UP TO 650 MB (**ONE CD-ROM**)

3. RUN TIME:

- Maximum running time is eight (8) minutes. You must submit a video no longer than 8 minutes.

4. NARRATION:

- Videos must have narration in English. Without narration, it will not be considered.

5. MORE IMPORTANT RULES:

- Videos may not include advertisement or promotion of products. Commercial support may be noted as a credit at the end of the video.
- The designated presenter of the video selected must register for the meeting and attend for presentation and discussion.

8. DEADLINE:

- Videos must be received at the SAGES office by FRIDAY, OCTOBER 1, 2010, 11:59 PM PST. Video summaries must be submitted online (<http://www.sages.org/meetings/abstracts/>) by FRIDAY, OCTOBER 1, 2010, 11:59 PM PST.

PLEASE NOTE:

- Any submissions not meeting these requirements will not be considered for presentation.
- In addition to uploading or mailing your video(s), an abstract/summary of the video must be submitted via our online system. Upon successful completion of the online summary you will receive a confirmation email. Please print that message for your record, and submit it with the CD-ROM copies if mailing in your video(s).

CHECKLIST FOR VIDEO SUBMISSION

Videos not in correct format or without correct number of copies will not be considered for presentation. Before mailing, please check your video submission for the following:

- Video is in the correct digital format as stated above
- Video run time does not exceed eight (8) minutes
- Video is narrated in English
- Online summary has been submitted

Number of Copies and Enclosures:

- One (1) copy of the video and an online summary confirmation email for each video submitted.

Mail Videos To:

SAGES 2010 Video Submission
11300 W. Olympic Blvd
Suite 600
Los Angeles, CA 90064

OR

UPLOAD TO

<http://www.sages.org/upload/>

Note: We do NOT send confirmation of receipt of videos until after the submission deadline has passed. Please DO NOT CALL the office to ask us about your video status. We will contact you after the submission deadline to confirm receipt or if we are having any problems with your submission. Thank you.

IF YOUR VIDEO IS ACCEPTED:

- Accepted presenters may bring their final version on DVD (unauthored)
- DVD's must properly function in a computer DVD-ROM drive and must be able to work with Windows Media Player or Quicktime Player.

ACCEPTABLE FORMATS: (PLAYABLE ON WINDOWS PC)

- Windows AVI or DV AVI
- Quicktime (.mov)
- Unauthored DVD

ACCEPTABLE FRAME SIZE:

- No smaller than full screen (640 x 480 or 720 x 480 pixels is acceptable)

ACCEPTABLE FILE SIZE:

- Up to 4.7 GB (one DVD)
- Most 8 - 10 min presentations are about 2 GB in size