

Instructions to Authors:

Video Submission

The format of the video presentation should be made using **DVD format only**.

Deadline for submission of videos to the Scientific Committee is: 17 July 2011

Please forward your video to:-

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Hon. Secretary
Hong Kong Society of Endourology
c/o Minimal Access Surgery Training Centre
Pamela Youde Nethersole Eastern Hospital
3 Lok Man Road, Chai Wan, Hong Kong
Fax: 2505 7101, Tel :2595 5566
Email: hksesecretary1112@yahoo.com.hk

Please follow strictly the ***Video submission requirements***:

- Submission should be in **MPEG-2 Format**
- Duration of the video presentation **must not exceed 8 minutes**
- If submit in NTSC format, the visual resolving power should be 720 x 480; if submit in PAL format, the visual resolving power should be 720 x 576;
- the submission should be 30 frames per second;
- The bit rate should be more than 386 kbps;
- Main points during the operations should be explained;
- Surgical related key anatomic structures should be marked in the Video;
- Detailed contact information of the correspondent (name card would be proffered) should be submitted along with the DVD.

Important Notification

At the time that you submit an Abstract, you need to indicate whether your abstract is accompanied by a Video very clearly, and the name of the first author and the abstract title should also be clearly indicated on the DVD cover, to make sure that your abstract matches the Video. Video submission without such an indication will be considered invalid, and will be rejected.

Abstract Content & Format

Please follow the following sequence: Title, Name of authors and Institution followed by the text consisting of Introduction, Methods, Results and Conclusions. It is required to input keywords in the “keywords“ textbox.

Photos and other images, and references should not be used.

Generic (non trade/brand) names for drugs should be used and written in full (not denoted by initials or abbreviations).

Abbreviations are allowed only after the term has been mentioned in full, which should be followed by the abbreviation in parenthesis.

Do not identify yourself or your institution in the Abstract text.

Submission

Abstracts should be submitted via email: hksesecretary1112@yahoo.com.hk .

Style

Abstracts **MUST** be entered using the “abstract submission form”. Formatting of the final abstract will follow the rules noted below:

Abstract should not exceed 250 words.

Title should be in capitalized letters. Do not indent. Title should be brief and precise.

Initials and family name/s should be separated by one space (e.g. M. R. Desai). DO NOT mention degrees or prefixes such as Prof., Dr., M.D., etc.

The name of the institution and country should be written below the names of the authors in italics.

Leave one line between author and institution block and the main body of abstract.

Begin the text without indenting. Do not leave blank lines.

The sub headings in the text: Objectives, Methods, Results and Conclusions should be in Bold letters and followed by one space only.

Note: The final decision of the presentation format will be made by the Scientific Committee. Submitted abstracts will NOT be returned to the authors, however, Authors will be notified of acceptance or rejection.

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