



## CASE VIDEO SUBMISSION GUIDELINES

### SUBMISSION OF CASE VIDEOS

- Authors must use **electronic submission ONLY**.
- AATS is not responsible for work not submitted by the submission deadline.
- No new submissions may be added to the system after the posted deadline.
- Submissions must be submitted in their final form by the deadline to be considered for presentation. **Case videos will be published exactly as submitted.** Proofread carefully to avoid errors.
- An author may not revise or resubmit a submission in order to make corrections after the submission deadline. Rather, the submission may be withdrawn or, if accepted, the error may be revised and indicated during presentation.
- All expenses (e.g., registration, airfare, lodging, etc.) associated with the submission and presentation are the responsibility of the presenter.
- Submission of a case video constitutes a commitment by the author(s) to present if accepted. Failure to register for the activity and present the accepted work, if not justified, will jeopardize future acceptance of case videos by AATS.

### CASE VIDEO SUBMISSION POLICIES

#### Author Name(s)

- There is no limit to the number of case videos an author may submit.
- Authors do not need to be AATS members to participate.
- There should be no more than **seven** authors.
- Additions or deletions of author names are not permitted after the submission deadline.
- If an author's name appears on more than one submission, it must be identical on each submission.
- The submitting author listed for each case video serves as the presenting author and as the primary contact for all correspondence regarding the submission, unless otherwise specified in the contact information provided during the submission process.
- The presenting author must be one of the co-authors listed on the submitted case video.
- If an author has more than one submission accepted for presentation, he/she may only present **one** submission personally and must assign one of his/her co-authors to present any subsequent case videos.
- The submitting author **must** notify **all** co-authors that this work has been submitted.
- For ACCME purposes, the presenting author **cannot** be an employee of an ineligible company\* if the content of the abstract relates to their employer's business line and/or products.

*\*Please note that ACCME defines an ineligible company as the following: An ineligible company is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.*

#### Format

- All abstracts **must** be structured using the following three section headings or they will not be considered. The labels must be submitted in bold font:
  - **Objective:** The hypothesis tested or purpose of the study.
  - **Case Video Summary:** Brief summary of the case video.
  - **Conclusions:** Clinical importance and potential significance of findings.
- The text of your abstract **must** be less than 2,500 characters, not including spaces (title, authors, institutions, and one table or one image will not be counted).
- Case videos may not exceed 10 minutes in length.
- Live narration in English is **mandatory** for all submitted case videos or they will not be considered.
- The maximum file size for a video is 115MB. If your video is accepted, you will have the opportunity to submit a larger file size for presentation.
- Acceptable video file formats include MOV, MP4, and WMV.

- You are not required to include a title slide in your case video. If you choose to include a title slide, please **do not** list author names or institutions.
- Case videos may be supplemented with several incorporated slides summarizing indications, results, and follow-up.

## Content

- Submissions containing identical or nearly identical data submitted from the same institution and/or authors will be disqualified, and all authors and co-authors may face a two-year sanction.
- Authors should not split data to create several abstracts from one study, clinical trial, and/or experiment. If splitting is judged to have occurred, priority scores of all related abstracts will suffer, and abstracts may be disqualified.
- The use of tables or graphics are encouraged if they are relevant to the research submitted. You may include one table **or** one figure within your submission. Please be mindful that tables and graphics, if the quality submitted is poor, will appear badly in print and electronic publications.
  - The submission site supports both .gif, .png, and .jpg graphic formats.
- The abstract should **not** use abbreviations, which are not commonly accepted within the cardiothoracic surgical literature. Commonly accepted abbreviations within the cardiothoracic surgical literature will be accepted (i.e. - CABG, FEV1, GERD, CPR). However, other medical acronyms (i.e. - bronchiolitis obliterans syndrome (BOS)) should be first spelled out.
- When percentages are used, the absolute numbers from which the fractions are derived must also be stated.
- The abstract language is English.

***\*Case videos submissions may be disqualified, sanctioned, and/or removed from the program if the policies listed above are not followed.***

## AUTHORS' CONSENT AND WAIVER OF CLAIMS FOR CASE VIDEO SUBMISSIONS

- Each author agrees they have read and consent to all rules and regulations as outlined, pertaining to the submission of case videos. It is the responsibility of the authors to be in accordance with these rules and regulations during all parts of, but not limited to, the case video submission and review process.
- Upon submission, authors waive any and all claims against the AATS and any reviewer and/or Planning Committee Member pertaining to, but not limited to, the case video submission and review process.
- If the presenting author has been trained or utilized by a commercial entity or its agents as a speaker (e.g. participation in the speaker's bureau) for any ineligible company, the promotional aspects of that work must not be included in the presentation in any way in order to comply with the [Standards for Integrity and Independence in Accredited Continuing Education](#).
- Presenting authors must act in full accordance with [HIPAA Research Policies](#). Any and all case videos and presentation materials must follow these guidelines.

## CASE VIDEO WITHDRAWAL

- Case video withdrawal requests should be emailed to [meetings@aats.org](mailto:meetings@aats.org). Please include the activity name, your case video control number, title, the presenting author's name, and the reason for withdrawal in your email.

## CASE VIDEO REVIEW

- After the submission deadline, all case videos are considered **Complete** and will be forwarded to review.
- Submissions with an **Incomplete** status after the submission deadline will not be considered for presentation.
- Submitted case videos are peer-reviewed by a panel of graders. Grading is blinded and selections for presentation are based solely on scientific merit.
- After the program is constructed, case videos are then unblinded to assure a program balanced in authorship and institutional representation.

## CASE VIDEO NOTIFICATION

- Case video notifications will be distributed to the submitting author via email. It is the responsibility of the submitting author to notify all co-authors of the decision.

## COPYRIGHT

- Full text of accepted case videos will be published as submitted in advance of the AATS activity.
- AATS, as holder of the copyright of the accepted case video, reserves all rights of reproduction, distribution, performance, display, and the right to create derivative works in both print and digital formats.
- The audio-visual recording of the scientific presentations will be the property of the AATS.

## CASE VIDEO PRESENTATION

- All case videos presented at AATS activities must conform to the eligibility criteria listed above.
- All presentations and questions-and-answer periods will be in English (unless otherwise instructed). If presenters need assistance in understanding or responding to questions in English, they are encouraged to have a member of their research group assist them.
- Each presenting author is required to comply with the AATS Disclosure Policy.
- Disclosure information collected during the submission process will be published in AATS's final program materials. To be in compliance with this policy, presenting authors must disclose at the beginning of their presentation.
- Any additional or revised guidelines for case video presentation will be provided to presenting authors of accepted case videos in their notification email.

## ACCME GUIDELINES

Based upon ACCME criteria, authors should consider the following three questions when submitting a case video:

- What quality gap (limitation or problem) in the practice of cardiothoracic surgery does this research address?
- How does this project change surgeon competence or improve patient outcomes?
- Does this abstract address one of the following ACCME Competencies: medical knowledge, patient care, interpersonal and communication skills, professionalism, practice-based learning and improvement and systems-based practice?

The American Association for Thoracic Surgery is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. AATS additionally designates educational activities for **AMA PRA Category 1 Credits™**. As such, the AATS must not only comply with the ACCME Criteria, Standards, and Policies, but also with those established by the AMA.

AATS has the obligation to ensure the delivery of CME content that is balanced, independent from ineligible companies, free of commercial bias, objective, and scientifically rigorous. As part of the call for case video process, AATS seeks to "maintain anonymity" during the review process, therefore, AATS requires that authors adhere to the guidelines provided below when submitting a case video:

- Names of individuals, institutions, professional societies and organizations, and products cannot be included in the title nor in the body of the abstract (i.e. "1,000 Cases at University General Hospital" is **NOT** an acceptable title).
- Names of research databases may be included in the body of the abstract.
- **Product and/or trade names may not be included in the title or body of the abstract.** Please use generic, not commercial, names for all therapeutic agents.
- Brand promotion of devices or products is **not** allowed.
- Anyone who is in a position to control the content of the educational activity must disclose all financial relationships with any ineligible companies (those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients) and **identify how the relationship(s) pertains to the content of the presentation. Failure to complete required disclosure(s) may result in disqualification of consideration for presentation at the AATS activity.**
- Employees/owners of ineligible companies (as defined by the ACCME) may not be in control of CME content related to the business lines of their employer.

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## QUESTIONS

For further information on submitting an abstract for consideration, please visit [aats.org](http://aats.org) or contact us:

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