

# CASE SUBMISSION GUIDELINES

## 1. General Information

- Submission is only available through submission site at <http://submission.summitmd.com/login.php?iid=35>
- Submission period is from January 14 (Mon) to May 3 (Fri), 2019, please meet the deadline.
- For submission, join [www.summitmd.com](http://www.summitmd.com), if you are not a member yet.
- In case you are not able to recall your login ID/Password, please click "Forget ID/Password?".
- **Please be aware that DUPLICATE STUDY will be not allowed.**
- Accepted Cases will be posted on the conference website.

## 2. Title

- The title of case should be within 300 bytes and must have a short, specific title (containing no abbreviations) that indicates the nature of the investigation.
- The first letter of each word should be capitalized.

## 3. Author(s)

- The first author and presenter should be assigned when you register the list of authors.
- Once you submit case, any information regarding the submission will be noticed to the applicant and presenter.
- It is important that contact information is accurate. Once you submit case, any information regarding the submission will be noticed to the applicant and presenter regarding the submission status via your registered email and/or mobile number.

## 4. Case Categories

Select one category that is closest to the subject of your case.

If the category does not match the subject of the case, you may receive a low score from the reviewers.

Valve
Aortic Valve
Mitral Valve
Tricuspid Valve
Pulmonic Valve
Valve Imaging
Innovative Valve Device or Procedure
Others

## 5. Case Content

- Cases must be submitted in English.
- The case body consists of Clinical information, Procedural step and Conclusion.
- Cases may be entered directly into the site or copy and pasted, however, be sure to check again whether the special character or symbols are not broken.
- Do not include patient's full name (initials or identifier number allowed).
- The maximum numbers of characters allowed in the body of clinical information is 1500 and 2200 for Procedural step and Conclusion.
- The minimum numbers of characters allowed in the body of clinical information is 600 and 700 for Procedural step and Conclusion.
- Images and videos should be included to show the procedure.
- Use zeros before decimal points: 0.05, not .05.
- Use decimal points, not commas: 0.05, not 0,05.
- Use lower-case "p" values ( $p < 0.05$ ).
- Provide manufacturer name and location in parentheses for all brand or trade names.
- Never use the underline feature to denote the following symbols:  $\pm$ ,  $\leq$ ,  $\geq$ .
- Use space between numbers and symbols. (e.g.,  $3 \pm 4$ , not  $3\pm 4$ ; 3 mg, not 3mg).
- All measurements must include unit of measure (e.g., systolic blood pressure "140 mm Hg", not just "140").
- For brand drugs, include generic names in parentheses.
- Do not include references, credits, or grant support.

## 6. Case Review

- All cases submitted will strictly be evaluated by our official reviewers.

## 7. Case Notification and Acceptance

- Accepted case notifications will be sent by June 7 (Fri), 2019 to the presenter and the applicant.
- Presenters will learn more about their presentation date and time and any specific guidelines for session after acceptance.

## 8. Case Presentation

Accepted Cases will be assigned to case presentation sessions during the meeting.

## 9. Case Withdrawal

- Requests for case withdrawals must be made by July 12 (Fri), 2019.
- Before July 12 (Fri), 2019, you may log in and withdraw any submission at any time.
- After July 12 (Fri), 2019, please email at [erin@summitmd.com](mailto:erin@summitmd.com) with your submission number and title to inform the notice of case withdrawal.

## 10. No show policy

- Please notify the secretariat in advance via e-mail at [erin@summitmd.com](mailto:erin@summitmd.com) if your presentation will not be made. If the scheduled presenter fails to appear in person or to send a replacement, and does not cancel the presentation before the meeting, that presenter may jeopardize future acceptance of Calls for Case.

## 11. Copyright Information

When cases are submitted, we assume that the authors grant copyright to the Congress Organization for publication on the website <http://www.ap-valves.com> and [summitmd.com](http://summitmd.com). By submitting a case for AP VALVES, the presenter verifies that the contents in the case and its conclusion should not have been published in any other meeting before our meeting.

## 12. Assistance

If you need help with your submission, please contact support at +82 2 3010 7251 or email [erin@summitmd.com](mailto:erin@summitmd.com) .