

## **GUIDELINES FOR PREPARATION AS FORMAL DISCUSSANT AT PCOGS ANNUAL MEETING.**

The Program Committee would like to thank you for taking time out of your busy schedule to be a formal discussant at the meeting of the Pacific Coast Obstetrical and Gynecological Society. Below are items/ideas that have been gathered after observing other discussants in previous meetings. These are recommendations and not meant to be restrictive of your efforts.

- To keep the meeting on schedule, **please adhere** to the **5-minute** ruling, allowed for your discussion. The Chair may ask you to summate when only one minute is left and may enforce the 5-minute ruling when your time is up.
- If you need visual aids to complement your discussion, please limit the number of PowerPoint “frames” to **three (3)**.
- Please do **not** give “another talk”. Your goal should be to put this paper in perspective with the current “state of the art” in the field. If you have a personal experience and solid data you may incorporate them in your discussion within the above guidelines.
- The presenter would appreciate if you **briefly** highlight the main points of his/her paper, but also be kind and conservative with your negative remarks.
- In your discussion, limit the number of questions to **three**, to allow more participation from the floor.
- Dr. Patton, Editor of Scientific Proceedings, requires a copy of your formal discussion, which may need condensing so as to **not exceed 750 words** (including questions for the author, and if any references). Send it to [pattonp@ohsu.edu](mailto:pattonp@ohsu.edu) for his receipt at least one-week prior to the Annual Meeting. Formatting instructions:
  - 1-inch margins all around. Margin Alignment: Left
  - Font: Times New Roman – Pitch: 12
  - No page numbering.
  - First page, first line, beginning at the left margin, include your first & last names, and city & state.
  - Do not include the title of the manuscript or the name of the author(s).
  - References, if any, should be formatted according to the “Information for Authors” in the *American Journal of OBSTETRICS AND GYNECOLOGY*–  
[www.mosby.com/ajog](http://www.mosby.com/ajog)
  - Do NOT use a bibliography insertion program, e.g. EndNote®.
  - Do NOT save as a .pdf file.
  - A revised discussion will be accepted by Dr. Eckert if it is received within two-weeks of the last day of the Annual Meeting. Send it electronically.

The Program Committee, thanks you in advance for your contributions in sustaining the high academic goals of the Society.

PCOGS Program Committee