

Protocol for submitting meeting reports

GENERAL TERMS AND CONDITIONS

1. All "reporters" must be under the age of 35 and must have received written confirmation from the WES editor that they have been chosen to report from an agreed meeting before submitting a meeting report.
 - a) Unsolicited meeting reports received *may* be published at the editor's discretion (subject to adherence to submission guideline outlined below), but will not be paid for.
2. All commissioned meeting reports must be submitted no later than two weeks after the conclusion of the agreed meeting. Failure to submit within this time period will void any previously agreed payment(s).
3. Failure to adhere to the submission guideline below may void acceptance of a submitted meeting report and consequently result in non-payment.
4. The WES editor will advise on acceptance of meeting reports within ten days of receiving the meeting report.

SUBMISSION GUIDELINE

- A. Reports should be a minimum of 800 words, and a maximum of 2500, and should include at least **three highlights / key messages** from the meeting (quotes from keynote presenters or leaders in endometriosis are welcomed) with an illustration/picture* associated with each highlight/message. Don't forget to provide the titles and affiliations of those you quote.
 - B. **Do not** explain what endometriosis is. This site is all about endometriosis, and everyone reading your report knows about the disease and its impact**.
 - C. **Focus** your report on what is **new** in endometriosis, and how what is presented at the meeting you are reporting from may impact/change what we already know and **make a difference for those with the disease**.
 - D. All reports should be submitted single-spaced and in UK English. Please do not make indentations at the beginning of new paragraphs, but separate paragraphs by two carriage returns.
 - E. The – hopefully – "pithy" title of the report should be bolded in sentence case.
 - F. **Please use sub-titles** generously to make for easier "on screen" reading. All sub-titles should be bolded in sentence case.
 - G. All references must be listed numerically as they appear in the text at the end of the report using the **Vancouver format** with standard journal abbreviations.
 - H. Please include a short biography (75-100 words max) about yourself, your affiliation, and your work in endometriosis, along with a photo*.
- * Pictures, graphics, and illustrations should be submitted separately as jpegs or gifs and clearly labelled (ie. please name them: "NAMEOFCONGRESS-NAMEOFPERSON", ie. "ESHRE2016-Jones", etc, so that it is easy to identify which pictures belongs to which report.

** For **FACTS** about endometriosis please refer to:

<http://endometriosis.org/resources/articles/facts-about-endometriosis/>

Please submit reports to office@endometriosis.ca for approval.