

MIRA VIDEO PREPARATION AND SUBMISSION

NOTE: Submission on CD-ROM is Mandatory.

1. QUALITY:

- Video submissions must be of good quality and submitted in final form.

2. FORMATTING:

- All Videos MUST be submitted digitally in accordance with the Digital Guidelines below:

ACCEPTABLE SUBMISSION MEDIA FOR REVIEW:

- CD-R or CD-RW
- Do not send DVD, ZIP/JAZ, or Flash Disk submissions

ACCEPTABLE FORMATS: (PLAYABLE ON WINDOWS PC)

- MPEG-1 (.mpg) * **Do not send MPEG-2 or 4**
- Quicktime (.mov)

ACCEPTABLE FRAME SIZE:

- No smaller than 340 x 240 but full screen, 640 x 480, or 720 X 480 pixels is acceptable.

ACCEPTABLE FILE SIZE:

- UP TO 650 MB (ONE CD-ROM)

3. SUBMISSION COPIES:

- **Submit only one (1) CD of each video abstract.**
 - Videos reviews will now be done online and we will only need 1 copy of your video to create the online version.

4. RUN TIME:

- Maximum running time is ten (10) minutes. You must submit a video no longer than 10 minutes. If your video is accepted for the 8-minute presentation, you will be responsible for editing (shortening) your video.

5. NARRATION:

- Videos must have narration in English. Without narration, it will not be considered.

6. MORE IMPORTANT RULES:

- Videos may not include advertisement or promotion of products. Commercial support may be noted as a credit at the end of the video.
- Author of video selected must register for the meeting and attend for presentation and discussion.

7. DEADLINE:

- Videos must be received at the MIRA office by December 17, 2010. Video summaries must be submitted online (<http://www.mirasurgery.org/>) by December 17, 2010.

PLEASE NOTE:

- Any submissions not meeting these requirements will not be considered for presentation.
- **In addition to mailing your video(s), an abstract/summary of the video must be submitted via our online system. Upon successful completion of the online summary you will receive a confirmation email. Please print that message and submit it with the CD-ROM copies.**

CHECKLIST FOR VIDEO SUBMISSION

Videos not in correct format or without correct number of copies will not be considered for presentation. Before mailing, please check your video submission for the following:

- Video is in the correct digital format as stated above
- Video run time does not exceed ten (10) minutes
- Video is narrated in English
- Online summary has been submitted

Number of Copies And Enclosures:

- One (1) copy of the video and a online summary confirmation email for each video submitted.

Mail Videos To:

MIRA 2010 Video Submission
11300 W. Olympic Blvd
Suite 600
Los Angeles, CA 90064

Note: Upon receipt of your videos, a confirmation will be sent via email.

IF YOUR VIDEO IS ACCEPTED:

- Accepted presenters may bring their final version on DVD (unauthored)
- DVD's must properly function in a computer DVD-ROM drive and must be able to work with Windows Media Player or Quicktime Player.

ACCEPTABLE FORMATS: (PLAYABLE ON WINDOWS PC)

- Windows AVI or DV AVI
- Quicktime (.mov)
- Unauthored DVD

ACCEPTABLE FRAME SIZE:

- No smaller than full screen (640 x 480 or 720 x 480 pixels is acceptable)

ACCEPTABLE FILE SIZE:

- Up to 4.7 GB (one DVD)
- Most 10 min presentations are about 2 GB in size