



## 2<sup>nd</sup> European Lung Cancer Conference, 28 April – 1 May 2010, Geneva, Switzerland

### Abstract Submission

**Deadline: 13 January 2010**

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#### Regulations

1. By submitting an abstract intended for presentation at the 2nd European Lung Cancer Conference, the author/s warrant that any material which has been previously published in any publication in peer-review setting or presented at a meeting of any other scientific organization prior to the 2nd European Lung Cancer Conference has been reworded and/or updated.
2. Abstracts submitted after the deadline or containing infractions of the following rules will be rejected and returned without consideration by the 2nd European Lung Cancer Conference Scientific Committee.
  - a) The first author (underlined in the list of authors) is the presenter and will be notified the abstract's outcome. The presenter (= first author) may, but does not need to be, an IASLC / ESMO member.
  - b) The presenter will have the opportunity to designate another presenter, provided that the replacement is given within 24 hours from notice. For each replacement, the presenter will be charged with the amount of EUR 50 for administrative costs.
3. With the submission of an abstract, the authors:
  - a) Release the copyrights to IASLC / ESMO.
  - b) Give their permission for the ESMO official recording service to record their presentation at the 2nd European Lung Cancer Conference for multimedia coverage and release or sales to attendees and ESMO members.
  - c) Confirm that all authors are aware of and agree to the content of the abstract and support the data therein; furthermore the presenter will be responsible for obtaining, and, upon request, showing proof that all authors have given their permission for the submission of the abstract and content therein.
  - d) Certify that the study reported in the abstract will not be presented as such during the Conference at any industry-related Satellite symposia and that no connection exists with the part of the Conference organized by the industry.
4. The 2nd European Lung Cancer Conference Scientific Committee has mandated that the presenter and authors must disclose any financial interest in products or processes involved in their research. This includes stock ownership, membership on an advisory board or board of directors, corporate-sponsored research, or other substantive relationships. Disclosure information is to be provided during the online abstract submission procedure.
5. The presenter of a clinical study must be an investigator involved in the study.
6. IASLC / ESMO will offer oral, poster discussion and poster presentations. Detailed instructions for the preparation of visual presentations and posters will be mailed in mid-February 2010 along with scheduling notices.
7. No-show Policy  
The abstract's first and presenting author who, without notice, is absent during the session when his/her abstract is presented will be barred from having abstracts accepted for the following European Lung Cancer Conference.

## Submission instructions

1. Each section of the online abstract submission system must be completed. Once each step is completed, submitters must go to the last section (Preview and Finish) and click the green 'Finish Submission' box. Without clicking this option, the abstract will not be considered as submitted.

2. Authors failing to give all information required in the online submission system will not have their abstract considered by the 2nd European Lung Cancer Conference Scientific Committee.

3. The title of the abstract should include significant words that reflect the content of the abstract. Names of cooperative study groups should appear in the title, as they will not be reported in the author index. Abbreviations may be used in the title and text of abstracts if they are defined. Spell out the term in full at its first mention and follow with the abbreviation in parentheses. Particular care should be taken to identify complex chemotherapeutic regimens.

Compounds should be mentioned with the generic name in lower case. Commercial names are admitted in the text, with the ® symbol, and if in brackets following the generic name, i.e. 'generic (Commercial®)'. Commercial names may not be used in the title of the abstract. ESMO / IASLC reserve the right to substitute commercial names with generic names where deemed necessary.

4. Authors must select their choice of presentation (oral, poster discussion and poster presentations). The 2nd European Lung Cancer Conference Scientific Committee will make every effort to honor this request if the abstract is accepted for presentation; however, the final decision will be left to the Committee's discretion. Accepted abstracts will be published as a supplement of the *Journal of Thoracic Oncology*.

The authors may select the option that if the abstract is not accepted for presentation during the Conference (oral, poster discussion or poster presentation), the abstract is to be withdrawn from publication in the Abstract Book. This option may be selected at the end of submission on the 'Preview and Finish' page.

Requests made after submission of the abstract will not be considered.

5. Authors must select the category of their abstract and provide up to 4 key words (different from the category). The 2nd European Lung Cancer Conference Scientific Committee has the authority to re-categorize the abstract and/or to select different keywords.

6. The full first name, initial(s) of middle names, full family name (last name), complete mailing address (including institution, department, city, country, e-mail address, phone and fax numbers) of the first and presenting author must be provided.

7. Details of co-authors must follow, including full first name with initial(s) of middle names, full family name, institution, department, city, country and e-mail address of each. Careful attention must be paid to spelling and the use of capital letters as proper names will be published as submitted. The total number of listed authors per abstract submission is limited to 10. Mailing addresses and academic degrees should not be mentioned.

For names of study groups, please see point 3 above.

8. According to Regulations point 4 above, all authors of the abstract must identify any financial interest in products or processes involved in their research. Each author disclosure must be submitted as appropriate. This information will be reviewed by the 2nd European Lung Cancer Conference Scientific Committee together with the abstract.

9. Each author must agree to the abstract submission terms and agreements as published above.

10. Abstracts should adequately describe the objective and results of the research. Each abstract should contain an introductory sentence indicating the purpose of the study; a brief description of pertinent experimental procedures; a summary of the new, unpublished data; and a statement of the conclusions.

11. The character limit for all submitted abstracts is 2,000 excluding spaces. This limit includes characters entered in the title, abstract body and table fields (default of 225 characters per table) but not the author names and institutions.

12. Illustrations are not permitted. Brief and clear tables are accepted.

13. Careful typing and proofreading is essential. If accepted, the abstract will appear in the Abstract Book as submitted. Errors, misspellings, incorrect hyphenation, and deviations from the use of good English will be glaringly apparent in the published abstract. Once the abstract is submitted, changes, corrections or rewording will not be possible.

Presenters are requested to devote the necessary attention to language in order to avoid deviations from the use of good English. The 2nd European Lung Cancer Conference Committee reserves the right to reject abstracts which are presented in poor English or to request an immediate revision by the presenter.

14. Supplementary data (such as manuscripts) will not be accepted. If submitted, supplementary documents will not be forwarded to the 2nd European Lung Cancer Conference Scientific Committee.

15. The presenter must indicate if the abstract is sent in association with an application for a travel grant. To do so, please click the 'Travel grant application' box on the Preview and Finish page.

### **Travel grants**

A restricted number of travel grants to the Conference will be available. Selection of the grant receivers will be made by the 2nd European Lung Cancer Conference Scientific Committee on a competitive basis from among the accepted abstracts submitted by candidates aged 40 years or younger.

To apply for a travel grant the following documents are to be received by the ESMO Congress Department together with a copy of the abstract by the abstract deadline of 13 January 2010.

1. letter of introduction by the applicant;
2. proposed abstract (the applicant must be the first author and presenter);
3. readable photocopy of either identity card or passport;
4. short curriculum vitae (2 pages maximum).

Please note that incomplete travel grant applications, such as the lack of required supporting documentation, will not be considered for a travel grant. Supporting documentation for travel grant applications should be sent by E-mail to [lungcancer2010@esmo.org](mailto:lungcancer2010@esmo.org) or by fax to +41 (0)91 973 1918.

IASLC / ESMO will provide grant recipients with a subsidized travel ticket, accommodation and Conference registration. Grant recipients will be asked to submit a written report on their participation to the Conference within four weeks after the event.