



IMPAKT Breast Cancer Conference, 6-8 May 2010, Brussels, Belgium

Abstract Submission

Deadline: 20 January 2010

Regulations

1. By submitting an abstract intended for presentation at the IMPAKT 2010 Breast 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 IMPAKT 2010 Breast 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 Scientific Committee.

a) The first author (underlined in the list of authors) is the presenter and will be notified about the abstract's outcome. The presenter (=first author) may, but does not need to be, a member of the IMPAKT-related societies.

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 IMPAKT-related societies.

b) Give their permission for the IMPAKT Conference Secretariat official recording service to record their presentation at the IMPAKT 2010 Breast Cancer Conference for multimedia coverage and release or sales to attendees and other interested parties.

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 Scientific Committee has mandated that the presenter and authors must identify 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. This information is to be given online during the submission process and will be forwarded to the Scientific Committee together with the abstract(s), c/o the IMPAKT Conference Secretariat.

5. The presenter of a clinical study must be an investigator involved in the study.

6. The IMPAKT Breast Cancer Conference will offer oral sessions and poster presentation sessions. Detailed instructions for the preparation of posters will be mailed 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 two IMPAKT Breast Cancer Conferences.

Instructions

1. Authors failing to give all information required in the online submission system will not have their abstract considered by the Scientific Committee.
2. Authors must select the category of their abstract and provide up to 4 key words (different from the category). The Scientific Committee has the authority to re-categorize the abstract and/or to select different keywords.
3. Accepted abstracts will be published as a supplement of the official ESMO journal, *Annals of Oncology*.
4. Authors may select the option that if the abstract is not accepted for presentation, the abstract is to be withdrawn from publication in the Abstract Book. Withdrawal requests made after submission of the abstract will not be considered.
5. The full first name, initials of middle names, full family name, complete mailing address, E-mail address, phone and fax numbers of the presenter must be provided (in the presenter's section, not in the authors' list).
6. The list of the co-authors must follow (full first name with initial(s) of middle names and family name). The number of authors listed limited to 10. Their institutional affiliations, cities and countries will follow. Mailing addresses and academic degrees should not be mentioned. For names of study groups, please see point 5 above.
7. 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 Scientific Committee together with the abstract.
8. 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.
9. 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.
10. 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.
11. Illustrations are not permitted. Brief and clear tables are accepted.
12. Careful typing and proofreading is essential. The abstract will appear, if accepted, 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 Scientific Committee reserves the right to reject abstracts which are presented in poor English or to request an immediate revision by the presenter.
13. Supplementary data (such as manuscripts) will not be accepted. If submitted, supplementary documents will not be forwarded to the Scientific Committee.
14. The presenter must indicate if the abstract is sent in association with an application for a travel grant. Please note that abstracts submitted without a complete application will not be considered. Travel grant application documents may be sent by fax to +41 (0)91 973 1918 or by email to impakt@esmo.org.

Travel grants

A restricted number of travel grants to the Conference will be available. Selection of the grant recipients will be made by the 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 IMPAKT Conference Secretariat together with a copy of the abstract by the abstract deadline of 20 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).

Incomplete applications will not be considered. The IMPAKT Conference Secretariat will provide the grant recipients with a travel subsidy, accommodation and Conference registration. The grant recipients will be asked to submit a written report on their participation to the Conference within four weeks after the event.