

# Abstract submission regulations and instructions

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## Abstract submission deadline **5 July 2018**

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### Submission methods and deadlines

All abstracts for the MAP 2018 Congress must be submitted by the deadline of **21:00** Swiss local time on **Thursday, 5 July 2018**

Abstract submission is free of charge and must be completed online only via the MAP 2018 website, <http://www.esmo.org/Conferences/MAP-2018-Molecular-Analysis-for-Personalised-Therapy>

Abstracts submitted by e-mail, post or fax will NOT be accepted.

### Submission categories

- Macroeolution and impact on treatment resistance
- New models and technologies for personalised medicine
- Personalised medicine applied to immunotherapeutics
- Therapeutic targets in cancer
- Tumour microenvironment
- Early detection and diagnosis (Circulating DNA)

### Submission regulations

1. By submitting an abstract intended for presentation at the MAP 2018, the first author (= presenter) warrants that any material which has been previously published in any publication in peer-review setting or presented at a meeting of any other scientific organisation prior to MAP 2018 has been reworded and/or updated.

2. The first author does not need to be a member ESMO, CRUK or UNICANCER jointly “the MAP 2018 organisers”.

3. With the submission of an abstract, and on behalf of him/herself, all co-authors, the first author (=presenter) undertakes to:

1. Release full copyright to the MAP 2018 organisers and give full permission for the abstract, if accepted, to be published in the MAP 2018 abstract book in printed and/or electronic format, as well as published online on the websites of the MAP 2018 organisers and the Annals of Oncology website. Accepted abstracts will be published as a supplement of the official ESMO journal Annals of Oncology.

2. Warrant that he/she is an investigator with a substantial involvement in the study presented in the abstract.
3. Accept responsibility for the accuracy and confidentiality (see corresponding paragraph) of the submitted abstract.

## Submission regulations cont.

4. Confirm that all authors are aware of, and agree to, the content of the abstract and support the data therein; furthermore the first author 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 as well as for the potential inclusion of the abstract in the official MAP 2018 Press programme.
5. Make all reasonable efforts to ensure the anonymity of any patient discussed in the abstracts.
6. Be the contact person for all correspondence concerning the abstract and to keep co-authors duly informed about its status.
7. Present his/her abstract in the official MAP 2018 Congress programme if it is selected for presentation as Proffered Paper (oral presentation) or Poster. The first author may nominate a co-author to present an abstract in his/her place provided that the name of the replacement is submitted by e-mail to the ESMO Programme Department (programme@esmo.org) within thirty-six (36) hours of outcome notification. Should a presenting author have two abstracts accepted for oral presentation in the same session, the MAP 2018 Scientific Committee reserves the right to require a co-author to present one of the two.
8. Certify that the study reported in the abstract will not be presented as such during the Congress at any industry-related Satellite symposia (if scheduled) prior to its presentation during the official MAP 2018 programme.
9. Indicate whether he/she agrees to participate in the official ESMO Press programme if the abstract is selected for coverage by ESMO, and guarantee he/she is not subject to any restrictions by the institute he/she belongs to or by the scientific journals he/she may have submitted his/her research to.
10. The first author must further confirm his/her presence at the official ESMO Press conference if selected; however, he/she may nominate a co-author to participate in the ESMO Press programme in his/her place provided that the replacement presenter is also a listed co-author independent of the sponsor who has also made a substantive contribution to the work. The name of the replacement must be submitted by E-mail to the ESMO Press Office (media@esmo.org) within thirty-six (36) hours of press programme invitation acceptance and must confirm their attendance at the ESMO Press Conference.
11. Declare the name of the legal entity responsible for the governance, coordination and running of the study.
12. Declare how the study detailed in the abstract was funded, for example by a pharmaceutical, biotech or other commercial company or by a Foundation or academic group, and to name the organisation(s) funding the study.
13. Ensure that all authors 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 such as employment with a pharmaceutical company. Should no valid disclosure statement be provided at submission, or in the case of statements exceeding the regulation length not be advised by the submission date to (programme@esmo.org), the author(s) in question may, at the discretion of the MAP 2018 Scientific Committee be removed from the author string without further recourse to the authors.
14. Guarantee the scientific independence of the author or principle investigator (whichever is going to be the corresponding or presenting author) when presenting his/her data, and confirm that he/she has full control over the text of the submitted abstract, subsequent presentation (slides or poster) and content of the press release prepared by ESMO (if part of the official ESMO Press Programme), and that he/she has not been influenced by any third party, including the sponsor of the study.

15. Indicate where applicable the number of the trial protocol (NIH or European equivalent) and the release date (when it was obtained).
16. Ensure that for all studies involving human or animal subjects, permission has been obtained from the relevant regulatory authority and that properly informed consent, where appropriate, has been given.
17. Indicate whether the abstract is submitted in association with an application for a travel grant.
18. Acknowledge any editorial assistance in the writing of the abstract that was provided by a third party, providing the name of the writer and the company who provided this service in the box below.

## 5. Withdrawal of abstracts

If the first author wishes to withdraw his/her abstract from MAP 2018 after outcome notifications have been made available, he/she must submit a written request within thirty-six (36) hours to [programme@esmo.org](mailto:programme@esmo.org). Any abstract withdrawal requests made after 36 hours cannot be assured of removal from the MAP 2018 Abstract Book.

## 6. Correction of published abstracts

Corrections to accepted abstracts will be possible if advised in writing to ESMO at [programme@esmo.org](mailto:programme@esmo.org) within forty-eight (48) hours of outcome notification. After this time, amendments to the abstract cannot be guaranteed and once the abstract has been published, NO corrigenda will be considered UNLESS the data published in the original abstract is proved to have a relevant and negative impact on the treatment of patients and/or the future of any related research.

## 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 (2) MAP Congresses.

# Submission instructions

- Each section of the online abstract submission system must be completed. Authors failing to give all information required in the online submission system will not have their abstract considered by the MAP 2018 Scientific Committee.
- Once each step is completed, the author must go to the Preview and Finish section and click 'Finish Submission' in order to complete the process. Without clicking this option, the abstract will not be considered as submitted and will not be forwarded to the MAP 2018 Scientific Committee for consideration.
- Abstracts should be structured in such a way as to include the following four (4) sections:
  - Background: An introductory sentence indicating the rationale of the study
  - Methods: A brief description of pertinent methodological procedures
  - Results: A summary of the results of the research
  - Conclusions: A statement of the main conclusions
- The title of the abstract should include significant words that reflect the content of the abstract but not refer to the study results or conclusions.
- Commercial names may not be used in the title of the abstract. 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®)'. The MAP 2018 Scientific Committee reserves the right to substitute commercial names with generic names where necessary without further recourse to the authors.
- 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. Terms must be spelt out in full at its first mention and followed with the abbreviation in parentheses. Particular care should be taken to identify complex chemotherapeutic regimens.

- The character limit for all submitted abstracts is set at **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.
- Illustrations and graphs are not permitted. One brief and clear table is accepted.
- The maximum number of authors allowed per abstract is limited to **twenty (20)**. Mailing addresses, academic degrees and professional positions such as Medical Director, CEO, CMO etc. must NOT be mentioned. The names of all listed authors will be published in the order provided during submission. Changes may be requested within forty-eight (48) hours of outcome notification to [programme@esmo.org](mailto:programme@esmo.org). Any requests for changes to the author string made after 48 hours cannot be guaranteed inclusion in the MAP 2018 Abstract Book or the online programme.
- Authors must select their preferred choice of presentation: Proffered Paper or Poster; however, the decision of the MAP 2018 Scientific Committee will be final.

## Submission instructions, cont.

- Each abstract must be accompanied by a minimum of one and maximum of four keywords. The MAP 2018 Scientific Committee reserves the right to assign different keywords without further recourse to the authors.
- The use of good English and proof-reading is essential. Once the abstract is submitted, online changes, corrections or rewording will not be possible. The MAP 2018 Scientific Committee reserves the right to reject abstracts which are presented in poor English or to request an immediate revision by the first author.
- Supplementary data such as manuscripts will not be accepted or forwarded to the MAP 2018 Scientific Committee.
- Abstracts on case reports will be rejected.

## Presentation and publication of accepted abstracts

The MAP 2018 Scientific Committee will select abstracts for presentation during the Congress and determine the format of the presentations from the following possibilities:

- Proffered Paper (oral presentation) – Oral presentations by authors presenting original data of superior quality, followed by expert discussion and perspectives.
- Poster – An important method for communicating details of scientific research, posters will be on display for the duration of the Congress.

All accepted abstracts will be published online in the MAP 2018 Abstract Book.

Detailed instructions for the preparation of visual presentations and posters will be made available on the MAP Website <http://www.esmo.org/Conferences/MAP-2018-Molecular-Analysis-for-Personalised-Therapy> along with scheduling notices.

## Publication schedule of accepted abstracts

1. Abstracts accepted for presentation during MAP 2018 (Proffered Paper and Poster) and for publication in the MAP 2018 Abstract Book, will be published online on the MAP 2018 Web site on **10 September 2018**.

Abstracts accepted as: <ul style="list-style-type: none"> <li>• Proffered Paper (suffix 'O')</li> <li>• Poster (suffix 'P')</li> </ul>	<b>10 September 2018</b> , 12:00 Central European Summer Time (CEST)
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# Trial in Progress abstracts

Trial in Progress (TiP) abstracts in all phases of clinical research (phases I to III) may be submitted to MAP 2018.

It is expected that abstracts submitted as Trial in Progress are ongoing trials that have not reached any protocol-specified endpoints for analysis and consequently will only require the completion of two (2) sections:

- Background
- Trial design

Notes:

- Recruitment must have already begun or have been completed by the abstract submission deadline of **5 July 2018**.
- Abstracts including results or preliminary data will be rejected.
- Authors of 'encore' TiP abstract submissions must supply information regarding the original presentation, indicating the name of the meeting and publication number. The first author will be responsible for obtaining, and, upon request, showing proof that written permission has been obtained from the copyright holder of the original abstract publication(s).
- Trial in Progress abstracts will be accepted for Poster outcome only.

Abstracts will be reviewed by the MAP 2018 Scientific Committee and considered on the merits of the scientific and clinical rationale of the trial.

## Confidentiality policy

Abstracts submitted to MAP 2018 are considered confidential by the organisers, the author, co-authors and research sponsors until publicly released in connection with MAP 2018. Prior to public release, the author, co-authors, research sponsors, journalists and others may not:

- Make the information public or provide it to others who can make it public (e.g. press)
- Publish or present the information or provide it to others who can make it public
- Use the information for trading purposes or provide it to others who can use it for trading purposes
- The MAP organisers reserve the right to provide its press releases a few days before public release to a selected list of journalists who have previously agreed in writing to respect the MAP embargo policy.

If details or relevant information from the abstract or additional study data are disclosed in advance of public release in connection with MAP 2018, the abstract will no longer be eligible for inclusion in the MAP 2018 programme and/or will be subject to removal.

### Confidentiality policy exceptions

According to the Confidentiality policy, data and other information in a research abstract is confidential until public release in connection with the MAP 2018 Congress.

When a publicly traded company is required to disclose data or other information from a confidential abstract in advance of the public release to satisfy requirements of the US Securities and Exchange Commission (SEC) or a corresponding body in another country, the abstract is still eligible for inclusion in the MAP 2018 programme provided that the company submits to the MAP 2018 organisers c/o the ESMO Press Office (media@esmo.org) in advance of the release written notification of the requirement to issue information in accordance to SEC regulations.

In the interest of effective peer-reviewed presentation of data at MAP 2018, and particularly if the abstract has been tentatively included in the official MAP 2018 Press Programme, the company is required to get in contact with the MAP 2018 Press Office c/o the ESMO Press Office in advance of the release to notify that a press release regarding an abstract included in the official MAP 2018 Press Programme (media@esmo.org) will have to be issued in accordance to SEC regulations.

The MAP 2018 organisers recommend that the company's press release adheres to the Qualitative Sample Press Release (provided by the MAP Press Office) and:

1. Summarises data cited in the abstract in a qualitative way rather than providing specific quantitative information, including exact figures on the study
2. Avoids interpretations about the implications of the data for clinical practice
3. Notes that full data has been submitted for presentation at the MAP 2018 Congress.

The MAP Press Office c will review the company's press release to ensure it adheres to the Qualitative Sample Press Release and evaluate if the abstract can still be included in the official MAP 2018 Press Programme.

If the press release includes significantly more information than the MAP Press Office recommendations, the abstract's placement in the MAP 2018 Congress is subject to change and can be withdrawn from the official MAP Press Programme.

## Travel grants

A restricted number of travel grants to MAP 2018 are available, upon application, to first author (= presenter) of candidates under the age of 40 who submit abstracts considered deserving of recognition. Selection will be made by the MAP 2018 Scientific Committee on a competitive basis from among the accepted abstracts.

To apply for a travel grant, the following documents must be received by the ESMO Programme Department on or before **5 July 2018**:

1. A letter of introduction by the applicant. Please include the following general information:
  - How relevant are the topics presented during this Congress to your current practice and research?
  - Have you attended any event on a similar topic in the last 3 years?
  - How do you believe your attendance at this Congress will help you improve your knowledge in the field and your professional development?
  - How do you consider that the findings published in your abstract make a relevant contribution to the topics presented during this Congress?
  - Have you recently been awarded an ESMO travel grant? If yes, for which event?
2. A copy of the submitted abstract (the applicant must be the first author and presenter)
3. A readable photocopy of either identity card or passport
4. A short curriculum vitae (maximum 2 pages).

Documentation must be sent by e-mail to [travelgrants@esmo.org](mailto:travelgrants@esmo.org)

ESMO will provide the recipients with a subsidised travel ticket, subsidised accommodation and Congress registration.

Travel grant recipients must submit a report detailing the benefits of participating in MAP 2018 by 15 October 2018.

**Incomplete applications will not be considered.**