

# Abstract submission regulations and instructions

---

**Abstract submission deadline:  
22 August 2019**

---

## Submission methods and deadlines

All abstracts for the MAP 2019 Congress must be submitted by the deadline of **21:00** Swiss local time on **22 August 2019**

Abstract submission is free of charge and must be completed online only via the MAP 2019 website, <https://www.esmo.org/Conferences/MAP-2019-Molecular-Analysis-for-Personalised-Therapy>

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

## Submission regulations

1. By submitting an abstract intended for presentation at the MAP 2019, **the first author** (= presenter) warrants that the **material has neither been, nor will be, previously published** in any publication in peer-review setting **or presented** at a meeting of any other scientific organisation prior to MAP 2019.

Abstracts containing **updated data** with respect to a previous presentation may, however, be submitted to MAP 2019. In this case, additional information must be given specifying clearly which new data will be presented, for example final analysis of primary endpoint(s) or intermediate statistical analysis. Authors must at the same time also supply information regarding the prior presentation for identification and comparison purposes, indicating the name of the meeting, year and/or publication number.

**Violation of this policy will result in a rejection of the submitted abstract.**

Should any similarities to prior presentations or publications exist, these must be explained in a covering letter, citing the MAP 2019 abstract submission number, title and first author, to the ESMO Scientific Programme Department by e-mail at [programme@esmo.org](mailto:programme@esmo.org). Except for unusual circumstances, abstracts containing previously published material will be rejected.

2. The first author does not need to be a member ESMO, CRUK or UNICANCER, jointly “the MAP 2019 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 2019 organisers and give full permission for the abstract, if accepted, to be published in the MAP 2019 abstract book in printed and/or electronic format, as well as published online on the websites of the MAP 2019 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.
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 2019 Press programme.

## Submission regulations, cont.

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 2019 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 replacement presenter is also a listed co-author **independent of the sponsor (unless for data generated as mentioned in point 10 below)**. The name of the replacement is submitted by e-mail to the ESMO Programme Department ([programme@esmo.org](mailto:programme@esmo.org)) within thirty-six (36) hours of outcome notification.
8. The maximum number of abstract presentations throughout the MAP 2019 Congress by the same first and presenting author is TWO, with options as follows:
  - Either **one** Proffered paper (oral) presentation plus **one** Poster presentation
  - Or **two** Poster presentationsAny additional Proffered Paper or Poster must be presented by a listed co-author **independent of the sponsor (unless for data generated as mentioned in point 10 below)**.
9. A co-author employed by the abstract sponsor cannot act as the presenter or corresponding author of any work related to clinical data, study or trial
10. Employees of pharmaceutical and diagnostic companies may submit and present data generated in in-vitro and pre-clinical basic research, excluding translational research issued from clinical trials.
11. 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 2019 programme.
12. 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.
13. 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](mailto:media@esmo.org)) within thirty-six (36) hours of press programme invitation acceptance and must confirm their attendance at the ESMO Press Conference.
14. Declare the name of the legal entity responsible for the governance, coordination and running of the study.
15. 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.
16. Ensure that all authors complete the “declaration of Interest” statement identifying any financial interest in products or processes involved in their activities, related or not, to the work submitted in the abstract. 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 or any other organisation. Statements exceeding the standard length in the submission system must be advised by the submission date to the MAP organisers c/o the ESMO Scientific Programmes Department ([programme@esmo.org](mailto:programme@esmo.org)). Should no valid disclosure statement be provided at submission, authors may, at the discretion of the ESMO 2019 Scientific Committee, be removed from the author string without further recourse to the authors.
17. 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 **(unless for data generated as mentioned in point 10 above)**.
18. Indicate where applicable the number of the trial protocol (NIH or European equivalent) and the release date (when it was obtained).
19. 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.
20. Indicate whether the abstract is submitted in association with an application for a MAP 2019 Congress Merit Award.
21. 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.

## Submission regulations, cont.

### 4. Withdrawal of abstracts

If the first author wishes to withdraw his/her abstract from MAP 2019 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 2019 Abstract Book.

### 5. 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 thirty-six (36) 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.

### 6. 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 2019 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 2019 Scientific Committee for consideration.
- Abstracts, with the exception of Trial in Progress (TiP abstracts, see below), 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. The MAP 2019 Scientific Committee reserves the right to correct the title format without further recourse to the authors.
- 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 2019 Scientific Committee reserves the right to substitute commercial names with generic names where necessary without further recourse to the authors.
- The name(s) of the legal entity/entities responsible for the governance, coordination and running of the study detailed in the abstract, and the name(s) of the organisation(s) providing funding must be provided. This information will be published with 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. 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. More than one table may not be submitted under the guise of Table 1.1, 1.2 etc.
- 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 thirty-six (36) hours of outcome notification to [programme@esmo.org](mailto:programme@esmo.org). Any requests for changes to the author string made after 36 hours cannot be guaranteed inclusion in the MAP 2019 Abstract Book or the online programme.

## Submission instructions, cont.

- Authors must select the appropriate abstract submission category, however, the ESMO 2019 Scientific Committee reserves the right to re-categorise abstracts without further recourse to the authors.
- Authors must select their preferred choice of presentation: Proffered Paper or Poster; however, the decision of the MAP 2019 Scientific Committee will be final.
- 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 2019 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 2019 Scientific Committee.
- Abstracts on case **reports** will be rejected.

## Presentation and publication of accepted abstracts

The MAP 2019 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 2019 Abstract Book.

Detailed instructions for the preparation of visual presentations and posters will be made available on the MAP Website <https://www.esmo.org/Conferences/MAP-2019-Molecular-Analysis-for-Personalised-Therapy> along with scheduling notices.

## Publication schedule of accepted abstracts

Abstracts accepted for presentation during MAP 2019 (Proffered Paper and Poster) and for publication in the MAP 2019 Abstract Book, will be published online on the MAP 2019 Web site on **4 November 2019**.

Abstracts accepted as: <ul style="list-style-type: none"><li>• Proffered Paper (suffix 'O')</li><li>• Poster (suffix 'P')</li><li>• Trial in Progress (suffix TiP)</li></ul>	<b>4 November 2019, 12:00 Central European Time (CET)</b>
Abstracts selected for the official ESMO Press Programme (additional suffix 'PR')	ESMO Press Programme and related abstract publication schedule, will be available 10 days before the Congress.

## Embargo Policy

Data and information included in accepted abstracts is under embargo until the relevant embargo release date cited in the schedule above.

Data and information beyond what is included in the accepted abstracts, eg full data sets, may only be made public at the start of the official programme session during which the study is presented.

## Trial in Progress abstracts

Trial in Progress (TiP) abstracts in all phases of clinical research (phases I to III) may be submitted to MAP 2019.

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 22 August 2019.
- Abstracts including results or preliminary data will be rejected.
- Trial in Progress abstracts will be accepted for Poster outcome only.
- Encore TiP abstracts will NOT be accepted
- Trial in Progress abstracts will not be considered for Proffered Paper (oral) presentation.

Abstracts will be reviewed by the MAP 2019 Scientific Committee and considered on the merits of the scientific and clinical rationale of the trial.

## Confidentiality policy

Abstracts submitted to MAP 2019 are considered confidential by the organisers, the author, co-authors and research sponsors until publicly released in connection with MAP 2019. 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 2019 organisers reserve the right to share material under embargo with journalists on the authorised MAP media list who have agreed 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 2019, the abstract will no longer be eligible for inclusion in the MAP 2019 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 2019 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 2019 programme provided that the company submits to the MAP 2019 organisers c/o the ESMO Scientific Programmes Department ([programme@esmo.org](mailto:programme@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 2019, and particularly if the abstract has been tentatively included in the official MAP 2019 Press Programme, the company is required to get in contact with the MAP 2019 Press Office c/o the ESMO Scientific Programmes Department in advance of the release to notify that a press release regarding an abstract included in the official MAP 2019 Press Programme will have to be issued in accordance to SEC regulations.

The MAP 2019 organisers recommend that the company's press release adheres to the Qualitative Sample Press Release, available via [https://www.esmo.org/content/download/102920/1817543/file/Sample\\_QualitativePR.pdf](https://www.esmo.org/content/download/102920/1817543/file/Sample_QualitativePR.pdf) (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 2019 Congress.

The MAP Press Office c/o the ESMO Press Office 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 2019 Press Programme.

If the press release includes significantly more information than the MAP Press Office recommendations, the abstract's placement in the MAP 2019 Congress is subject to change and can be withdrawn from the official MAP Press Programme.

## Copyright

The MAP 2019 organisers hold copyright of all abstracts accepted for the MAP 2019 Congress and therefore abstracts cannot be made public prior to official publication.

MAP copyright is lifted only if the abstract is not accepted for inclusion in the official MAP 2019 Congress programme and/or publication in the Congress Abstract Book.

The submission of abstracts accepted for MAP 2019 to subsequent conferences, organised either by ESMO or third-parties, requires the permission of the MAP 2019 organisers as copyright holders. Requests must be addressed to [programme@esmo.org](mailto:programme@esmo.org)

Commercial data mining of MAP 2019 published abstracts requires the permission of the MAP 2019 organisers and approval must be sought before inception of the project. Queries should be addressed to [programme@esmo.org](mailto:programme@esmo.org)

## Financial support

A restricted number of Merit Awards to MAP 2019 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 2019 Scientific Committee on a competitive basis from among the accepted abstracts.

To apply for a Merit Award, the following documents must be received by the MAP 2019 organisers c/o the **ESMO Registration Services Unit** on or before 22 August 2019:

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 Merit Awards/ 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)

MAP will provide the recipients with a subsidised travel ticket, subsidised accommodation and Congress registration. Merit Awards recipients must submit a report detailing the benefits of participating in MAP 2019 by 6 December 2019. **Incomplete applications will not be considered.**