

# Abstract submission regulations and instructions

## Regular abstract submission deadline

**14 May 2021, 10:00hrs CEST**

(CEST = Central European Summer Time)

## Late-breaking abstract deadline

**17 August 2021, 21:00hrs CEST**

(CEST = Central European Summer Time)

## Submission methods and deadlines

All abstracts for ESMO 2021, including preliminary versions of those intended for late-breaking abstract status, must be submitted by the deadline of **10:00hrs** Central European Summer Time on **Friday, 14 May 2021**.

The deadline for the submission of finalised late-breaking abstracts is 21:00hrs Central European Summer Time on **Tuesday, 17 August 2021**.

Abstract submission is free of charge and must be completed online only via the ESMO website.

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

## Submission categories

Basic science	NSCLC, metastatic
Biliary tract cancer, incl. cholangiocarcinoma	Oesophagogastric cancer
Biomarkers (agnostic)	Palliative care
Breast cancer, early stage	Pancreatic cancer
Breast cancer, locally advanced	Psycho-oncology
Breast cancer, metastatic	Public policy
CNS tumours	Sarcoma
Colorectal cancer	SARS-CoV-2 and cancer
Developmental therapeutics	SCLC
Endocrine tumours	Supportive care
Genitourinary tumours, prostate	Thoracic malignancies, other
Genitourinary tumours, non-prostate	Thyroid cancer
Gynaecological cancers	Translational research (agnostic)
Haematological malignancies	Tumour biology and pathology
Head and neck cancer, excluding thyroid	*Cancer nursing: Digital innovations in health
Hepatocellular carcinoma (HCC)	*Cancer nursing: Palliative and end-of-life care
Investigational immunotherapy	*Cancer nursing: Patient and occupational safety
Melanoma and other skin tumours	*Cancer nursing: Health promotion, prevention and screening
Miscellaneous	*Cancer nursing: Supportive care and symptom management
Neuroendocrine tumours	*Cancer nursing: Roles and leadership
New diagnostic tools	*Cancer nursing: SARS-CoV-2 and cancer
NSCLC, early stage	*Cancer nursing: Ethics in cancer care
NSCLC, locally advanced	

\*Abstracts may also be submitted to the cancer nursing track. Submissions in these categories will be reviewed by the European Oncology Nursing Society (EONS) Scientific Committee for selection and presentation in the EONS cancer nursing programme. Unless otherwise stated, submissions in the cancer nursing categories must follow all regular ESMO 2021 submission regulations and guidelines.

## Submission regulations

1. By submitting an abstract intended for presentation at ESMO 2021, 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 ESMO 2021.

Abstracts containing **updated data** with respect to a previous presentation may, however, be submitted to ESMO 2021. 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 ESMO 2021 abstract submission number, title and first author, to the ESMO Scientific Programmes Department by e-mail at [programme@esmo.org](mailto:programme@esmo.org). Except for exceptional circumstances, abstracts containing previously published material will be rejected.

Encore abstracts are not accepted unless originating from the ESMO Virtual Plenary series.

2. The first author (= presenter) may be, but does not need to be, an ESMO member; however, only ESMO members in good standing with the society may submit a maximum of two (2) abstracts as first and presenting author. Non-ESMO members may submit and present one (1) abstract only as first and presenting author. New applications for ESMO membership must be completed online by **Friday, 30 April 2021** via the [ESMO website](#) to qualify for membership benefits.

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

1. Release full copyright to ESMO and give full permission for the abstract, if accepted, to be published in the ESMO 2021 Abstract book in printed and/or electronic format, as well as published online on the ESMO and *Annals of Oncology* websites.
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 and sponsors 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 and sponsors 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 ESMO 2021 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 ESMO 2021 Congress programme if it is selected for presentation as Proffered Paper (oral presentation), Mini Oral 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 11 below)**. The name of the replacement must be submitted by e-mail to the ESMO Scientific Programmes Department ([programme@esmo.org](mailto:programme@esmo.org)) within forty-eight (48) hours of outcome notification.
8. The maximum number of abstract presentations throughout the ESMO 2021 Congress by the same first and presenting author is TWO, with options as follows:
  - Either **one** Proffered paper (oral) presentation plus **one** of either Mini Oral or Poster
  - Or **two** of either Mini Oral or PosterAny additional Proffered Paper, Mini Oral or Poster must be presented by a listed co-author **independent of the sponsor (unless for data generated as mentioned in point 11 below)**.
9. An author employed by the abstract sponsor cannot act as the presenter or corresponding author of any work related to clinical data. Clinical data are defined as data/parameters of clinical relevance captured in observational or interventional clinical studies, registries and real-world databases. This restriction also applies to literature-based systematic reviews or meta-analysis of clinical data. The presenter must be an independent, practicing physician or independent investigator listed in the abstract author string.

10. An author employed by a company submitting clinical or translational research data generated by the same company is not allowed to present the data. The presenter must be an independent, practicing physician or independent investigator listed in the abstract author-string.
11. Employees of pharmaceutical, diagnostic or artificial intelligence companies may submit and present data generated in in-vitro and pre-clinical research, **excluding**: translational research, gene expression sets from databases of clinical data series and artificial intelligence-enabled analyses or products from clinical data series. The latter must be presented by an independent, practicing physician or independent investigator listed in the abstract author-string.
12. Certify that the study reported in the abstract will not be presented as such during ESMO 2021 at any industry-related Satellite symposia prior to its presentation during the official ESMO 2021 programme.
13. 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.
14. 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 email to the ESMO Press Office ([media@esmo.org](mailto:media@esmo.org)) within forty-eight (48) hours of Press programme invitation acceptance and must confirm their attendance at the ESMO Press Conference.
15. Declare the name of the legal entity responsible for the governance, coordination and running of the study.
16. 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.
17. Ensure that all authors complete the “Declaration of Interest” statement identifying any financial/non-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. Should no valid disclosure statement be provided at submission, authors may, at the discretion of the ESMO 2021 Scientific Committee, be removed from the author string without further recourse to the authors.
18. Guarantee the scientific independence of the author or principle investigator (whichever is going to be the 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 11 above)**.
19. Indicate where applicable the number of the trial protocol (NIH or European equivalent) and the release date (when it was obtained).
20. 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.
21. Indicate whether the abstract is submitted in association with either an application for an ESMO Travel Grant or an EONS Novice Research Dissemination Award (NRDA).
22. 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.

#### 4. Withdrawal of abstracts

If the first author wishes to withdraw his/her abstract from ESMO 2021 after outcome notifications have been made available, he/she must submit a written request **within forty-eight (48) hours** to [programme@esmo.org](mailto:programme@esmo.org). Any withdrawal requests made after 48 hours cannot be assured of removal from the ESMO 2021 Abstract Book.

## 5. Correction of accepted abstracts

Corrections to accepted abstracts, including author strings, will be possible if advised in writing to the ESMO Scientific Programmes Department ([programme@esmo.org](mailto:programme@esmo.org)) by **Friday, 30 July 2021**. **No changes will be possible at all after this date** unless requested by ESMO. 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 ESMO Congress.

## 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 ESMO 2021 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 ESMO 2021 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: A short introduction 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 ESMO 2021 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 ESMO 2021 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.
- Abbreviations may be used in the title and text of abstracts if they are defined. Terms must be spelt out in full at 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 but not the author names and institutions.
- Illustrations and graphs are not permitted. One brief and clear table counting for a default of 225 characters is accepted; however, the table itself must not be longer than 600 characters. 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 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 forty-eight (48) hours cannot be guaranteed inclusion in the ESMO 2021 Abstract Book or the online programme.
- Authors must select the appropriate abstract submission category, however, the ESMO 2021 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, Mini Oral or Poster; however, the decision of the ESMO 2021 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 ESMO 2021 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 ESMO 2021 Scientific Committee.
- Abstracts on case reports will be rejected.

## Presentation of accepted abstracts

The ESMO 2021 Scientific Committee will select abstracts for presentation during the Congress based on the following possibilities:

- **Presidential Symposium** – Oral presentations by authors presenting cutting-edge and significant clinical practice-changing studies, followed by expert discussion and perspectives.
- **Proffered Paper** – Oral presentations by authors presenting original data of superior quality, followed by expert discussion and perspectives.
- **Mini Oral** – Short oral presentations by authors presenting data of good quality, followed by expert discussion and perspectives.
- **Poster** – Display session for review, discussion and questions. The presenting authors must be available for Q&A to represent their work.

All accepted abstracts, including late-breaking abstracts, will be published online only in the ESMO 2021 Abstract Book, a supplement to the official ESMO journal, *Annals of Oncology*.

Detailed instructions for the preparation of visual presentations and posters will be made available on the ESMO website by end-August 2021 along with scheduling notices.

## Publication schedule of accepted abstracts

The publication schedule for accepted abstracts will be released in due course.

## 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 all accepted abstracts, for example full data sets, may only be made public at the start of the official programme session during which the study is presented.

## Late-breaking abstracts (LBA)

Late-breaking abstracts may be submitted for high quality, new research findings from randomised **phase II or phase III trials with implications for clinical practice or understanding of disease processes**.

Only abstracts for which **no conclusive data are available at the time of the abstract submission deadline of 14 May 2021** will be considered for late-breaking status. The work must **not have been previously published** in any publication in a peer review setting **or presented** at a meeting of any other scientific organisation prior to the ESMO 2021, and a pre-planned analysis must be scheduled between the regular submission deadline of 14 May 2021 and the late-breaking submission deadline of 17 August 2021.

The final late-breaking abstract deadline of 17 August 2021 is under no circumstances to be considered as an extension of the general submission deadline.

Late-breaking abstract submission instructions and review process:

- A preliminary abstract indicating the data expected to be available by the late-breaking abstract deadline must be submitted online by 14 May 2021 as an “intent to submit a late-breaking abstract”. The preliminary abstract must include the title, first author with full contact details and Declaration of Interest, background, methods, expected results and expected conclusions.
- The abstract length must not exceed the standard abstract length of 2’000 characters, excluding spaces. (Please see details in the general abstract submission instructions and regulations).
- The ESMO 2021 Scientific Committee will review the “intent to submit late-breaking abstracts” and will determine if they can be identified as potential late-breaking abstracts.
- First authors receiving a positive outcome of this review will be required to submit online the entire abstract, including final author string, results and conclusions plus any table (if applicable) by the late-breaking abstract deadline (17 August 2021).
- All late-breaking abstract submissions must follow the standard submission regulations and instructions as outlined above.
- The ESMO 2021 Scientific Committee will re-consider the final abstract to determine whether it will be accepted as a late-breaking abstract for ESMO 2021. A decision will be made between the following three options:
  - **Accepted for Oral presentation:** Accepted late-breaking abstracts will be presented orally in a Proffered Paper session or in a Presidential Symposium.
  - **Accepted for Mini Oral:** Accepted late-breaking abstracts will be presented orally in a Mini Oral session.
  - **Rejected:** Late-breaking abstracts that do not meet the criteria for Proffered Paper or Mini Oral presentation will not be accepted for presentation and will not be published.
- Presenters of accepted late-breaking abstracts will receive notification and further instructions by end-August 2021.
- If a preliminary abstract marked for late-breaking submission is not updated by the late-breaking abstract deadline, the entire abstract will be automatically rejected.
- Any queries regarding LBA submissions (including a moderate extension beyond the deadline of 17 August) must be sent to the ESMO Scientific Programmes Department to the attention of Kate Kronig or Federica Frigerio ([kate.kronig@esmo.org](mailto:kate.kronig@esmo.org) or [federica.frigerio@esmo.org](mailto:federica.frigerio@esmo.org)). These will be assessed by the ESMO 2021 Scientific Committee on a case-by-case basis.

## Trial in progress abstracts

Trial in Progress (TiP) abstracts in all phases of clinical research (phases I to III) may be submitted to ESMO 2021.

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 14 May 2021.
- Abstracts including results or preliminary data will be rejected.
- Trial in Progress abstracts can be accepted for Poster presentation only.
- Encore TiP abstracts will not be accepted.

Abstracts will be reviewed by the ESMO 2021 Scientific Committee and considered on the merits of the scientific and clinical rationale of the trial.

## Confidentiality policy

Abstracts submitted to ESMO 2021 are considered confidential by ESMO, the author, co-authors and research sponsors until publicly released in connection with the ESMO Congress. 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
- 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

ESMO reserves the right to share material under embargo with journalists on the authorised ESMO media list who have agreed to respect the ESMO embargo policy.

If details or relevant information from the abstract or additional study data are disclosed in advance of public release in connection with ESMO 2021, the abstract will no longer be eligible for inclusion in the ESMO 2021 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 ESMO 2021 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 ESMO 2021 Programme provided that the company submits to 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 the ESMO Congress, and particularly if the abstract has been tentatively included in the official ESMO 2021 Press Programme, the company is required to get in contact with the ESMO Press Office ([media@esmo.org](mailto:media@esmo.org)) in advance of the release to notify that a press release regarding an abstract included in the official ESMO 2021 Press Programme will have to be issued in accordance to SEC regulations.

ESMO recommends that the company's press release adheres to the [Qualitative Sample Press Release](#) 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 ESMO 2021 Congress.

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 ESMO Press programme.

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

## Copyright

ESMO holds copyright of all abstracts accepted for the ESMO 2021 Congress and therefore abstracts cannot be made public prior to official publication.

ESMO copyright is lifted only if the abstract is not accepted for inclusion in the official ESMO 2021 Congress programme and/or publication in the Congress Abstract Book.

The submission of abstracts accepted for ESMO 2021 to subsequent conferences, organised either by ESMO or third-parties, requires the permission of ESMO as copyright holder. Requests must be addressed to [programme@esmo.org](mailto:programme@esmo.org).

Commercial data mining of ESMO 2021 published abstracts requires the permission of ESMO and approval must be sought before inception of the project. Queries should be addressed to [programme@esmo.org](mailto:programme@esmo.org).

## Financial support

Both ESMO and EONS offer abstract presenters the possibility to apply for Congress free registration, subsidised travel and accommodation to facilitate their attendance at the ESMO 2021 Congress. Based on the submission categories and eligibility criteria outlined below, a limited number of ESMO Travel Grant and one EONS Novice Research Dissemination Award (NRDA) are available upon application.

### ESMO Travel Grants

A limited number of Travel Grants to ESMO 2021 are available, upon application, to first authors under the age of 40 (forty) who submit abstracts considered deserving of recognition. Selection will be made by the ESMO 2021 Scientific Committee on a competitive basis from among the accepted abstracts.

The application for an ESMO Travel Grant must be completed during the abstract submission process. Applicants will be required to reply to the following questions:

- How relevant to your current practice are the topics presented at this Congress?
- Have you attended any event on a similar topic in the last 3 years?
- How will attendance at this Congress help with your professional development?
- How can your abstract contribute to the topics covered at this Congress?
- Have you recently been awarded an ESMO Award/Travel Grant? If yes, for which event?

And to provide the following documents:

- A copy of the submitted abstract (NOTE: The applicant must be the first and presenting author)
- A readable photocopy of either identity card or passport
- A short curriculum vitae (max. 2 pages)

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

Only abstract submissions made in the ESMO categories will be considered for an ESMO Travel Grant.

Incomplete applications will not be considered.

Travel Grant recipients must submit a report detailing the benefits of participating in ESMO 2021 by 25 October 2021.

### EONS Novice Research Dissemination Award (NRDA)

The award is open to applications from EONS members with no experience of presenting their research at an international conference and with less than five years' experience of research. As part of the prize, the winner will receive free registration to the ESMO 2021 Congress along with funding towards their travel and accommodation expenses from EONS. The winner will be awarded and invited to briefly present his/her work during the Congress.

The application for the EONS Novice Research Dissemination Award (NRDA) must be completed during the abstract submission process.

To be eligible for the award applicants must:

1. Be an EONS member (either an individual member or a member of her/his national oncology nursing society)
2. Be a cancer nurse with less than five years' research experience
3. Have no previous experience of presenting their research at an international conference
4. Be the first and presenting author of the abstract submitted
5. Submit an abstract in one of the following categories:
  - ✓ Cancer nursing: Digital innovations in health
  - ✓ Cancer nursing: Palliative and end-of-life care
  - ✓ Cancer nursing: Patient and occupational safety
  - ✓ Cancer nursing: Health promotion, prevention and screening
  - ✓ Cancer nursing: Supportive care and symptom management
  - ✓ Cancer nursing: Roles and leadership
  - ✓ Cancer nursing: SARS-CoV-2 and cancer
  - ✓ Cancer nursing: Ethics in cancer care

Only abstract submissions made in the Cancer nursing categories will be considered for the EONS Novice Research Dissemination Award. Applicants for the EONS Novice Dissemination Award will be requested to submit documents to support their application. Incomplete applications will not be considered.