



# Abstract submission regulations and instructions

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## Abstract submission deadline:

**Wednesday, 28 July 2021**

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## Submission methods and deadlines

All abstracts for the Molecular Analysis for Precision Oncology Virtual Congress 2021 (MAP 2021 Virtual) must be submitted by the deadline of **21:00hrs Central European Summer Time (CEST) on Wednesday, 28 July 2021**

Abstract submission is free of charge and must be completed online only via the MAP 2021 Virtual website. Abstracts submitted by e-mail, post or fax will **NOT** be accepted.

## Submission regulations

1. By submitting an abstract intended for presentation at MAP 2021 Virtual, **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 2021 Virtual.

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

**Encore abstracts are not accepted.**

2. The first author does not need to be a member ESMO, CRUK or UNICANCER, jointly “the MAP 2021 Virtual 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 2021 Virtual organisers and give full permission for the abstract, if accepted, to be published in the MAP 2021 Virtual Abstract Book in printed and/or electronic format, as well as published online on the websites of the MAP 2021 Virtual 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 2021 Virtual 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.

## Submission regulations, cont.

7. Present his/her abstract in the official MAP 2021 Virtual programme if it is selected for presentation as Proffered Paper (oral)/Mini 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 11 below)**. The name of the replacement is submitted by e-mail to the MAP 2021 Virtual organisers c/o the ESMO Scientific Programmes Department ([programme@esmo.org](mailto:programme@esmo.org)) within thirty-six (36) hours of outcome notification.
8. The maximum number of abstract presentations throughout MAP 2021 Virtual by the same first and presenting author is TWO, with options as follows:
  - Either **one** Proffered Paper (oral)/Mini Oral presentation plus **one** Poster presentation
  - Or **two** Poster presentationsAny 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 MAP 2021 Virtual at any industry-related Satellite symposia (if scheduled) prior to its presentation during the official MAP 2021 Virtual programme.
13. Indicate whether he/she agrees to participate in the official MAP 2021 Virtual Press programme if the abstract is selected for coverage by the MAP 2021 Virtual organisers 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 MAP 2021 Virtual Press conference if selected; however, he/she may nominate a co-author to participate in the MAP 2021 Virtual 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 MAP 2021 Virtual organisers c/o 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 MAP 2021 Virtual 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 MAP 2021 Virtual Scientific Committee, be removed from the author string without further recourse to the authors.
18. Guarantee the scientific independence of the author or principal 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 the MAP 2021 Virtual organisers (if part of the official MAP 2021 Virtual 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. 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 2021 Virtual after outcome notifications have been made available, he/she must submit a written request **within thirty-six (36) hours** to the MAP 2021 Virtual organisers c/o ESMO Scientific Programmes Department ([programme@esmo.org](mailto:programme@esmo.org)). Any abstract withdrawal requests made after 36 hours cannot be assured of removal from the MAP 2021 Virtual Abstract Book.

### 5. Correction of published abstracts

Corrections to accepted abstracts will be possible if advised in writing to the MAP 2021 Virtual organisers c/o ESMO Scientific Programmes Department ([programme@esmo.org](mailto:programme@esmo.org)) by **Monday, 23 August 2021**. **No changes will be possible at all after this date** unless requested by the MAP 2021 Virtual organisers. 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 MAP 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 MAP 2021 Virtual 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 2021 Virtual 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 2021 Virtual 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 2021 Virtual 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 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 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 by **Monday, 23 August 2021** to the MAP 2021 Virtual organisers c/o ESMO Scientific Programmes Department ([programme@esmo.org](mailto:programme@esmo.org)). Any requests for changes to the author string made after **Monday, 23 August 2021** cannot be guaranteed inclusion in the MAP 2021 Virtual Abstract Book or the online programme.

## Submission instructions cont.

- Authors must select their preferred choice of presentation: Proffered Paper/Mini Oral or Poster; however, the decision of the MAP 2021 Virtual 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 2021 Virtual 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 2021 Virtual Scientific Committee.
- **Abstracts on case reports will be rejected.**

## Presentation of accepted abstracts

The MAP 2021 Virtual Scientific Committee will select abstracts for presentation during the Virtual Congress and determine the format of the presentations from the following possibilities:

- **Proffered Paper** – Oral presentations by authors presenting original data of superior quality, followed by expert discussion and perspectives.
- **Mini Oral (if applicable)** – 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 will be published online in the MAP 2021 Virtual Abstract Book.

Detailed instructions for the preparation of visual presentations and posters will be made available on the MAP 2021 Virtual website <https://www.esmo.org/meetings/map-2021> along with scheduling notices by mid-August 2021.

## Publication schedule of accepted abstracts

Abstracts accepted for presentation during MAP 2021 Virtual (Proffered and Poster) and for publication in the MAP 2021 Virtual Abstract Book, will be published online on the MAP 2021 Virtual Website on **Monday 4 October 2021**.

Abstracts accepted as: <ul style="list-style-type: none"><li>• Proffered Paper (suffix 'O')</li><li>• Mini Oral (suffix 'MO') (if applicable)</li><li>• Poster (suffix 'P')</li><li>• Trial in Progress (suffix 'TiP')</li></ul>	<b>Monday 4 October 2021</b> , 12:00 Central European Summer Time (CEST)
Abstracts selected for the official MAP 2021 Virtual Press programme (additional suffix 'PR')	MAP 2021 Virtual Press programme and related abstract publication schedule will be available 10 days before MAP 2021 Virtual.

## 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 2021 Virtual.

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 **Wednesday, 28 July 2021**.
- 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

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

## Confidentiality policy

Abstracts submitted to MAP 2021 Virtual are considered confidential by the organisers, the author, co-authors and research sponsors until publicly released in connection with MAP 2021 Virtual. 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 2021 Virtual organisers reserve the right to share material under embargo with journalists on the authorised MAP 2021 Virtual media list who have agreed to respect the MAP 2021 Virtual 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 2021 Virtual, the abstract will no longer be eligible for inclusion in the MAP 2021 Virtual 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 MAP 2021 Virtual.

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 2021 Virtual programme provided that the company submits to the MAP 2021 Virtual 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 2021 Virtual, and particularly if the abstract has been tentatively included in the official MAP 2021 Virtual Press programme, the company is required to get in contact with the MAP 2021 Virtual 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 MAP 2021 Virtual Press programme will have to be issued in accordance to SEC regulations.

The MAP 2021 Virtual organisers recommend 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 MAP 2021 Virtual.

The MAP 2021 Virtual 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 2021 Virtual Press programme.

If the press release includes significantly more information than the MAP 2021 Virtual Press Office recommendations, the abstract's placement in the MAP 2021 Virtual is subject to change and can be withdrawn from the official MAP 2021 Virtual Press programme.

## Copyright

The MAP 2021 Virtual organisers hold copyright of all abstracts accepted for MAP 2021 Virtual and therefore abstracts cannot be made public prior to official publication.

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

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

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