



# Abstract submission regulations and instructions

## Regular abstract submission deadline 17 January 2022, 21:00hrs CET

(CET = Central European Time)

## Late-breaking abstract deadline 1 March 2022, 21:00hrs CET

(CET = Central European Time)

All abstracts, including preliminary versions of those intended for late-breaking abstract status, must be submitted by the deadline of **21:00hrs CET on Monday, 17 January 2022**.

The deadline for the submission of finalised late-breaking abstracts is **21:00hrs CET on Tuesday, 1 March 2022**.

Abstract submission is free of charge and must be completed online only via the ELCC 2022 website.

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

## Submission categories

- Tumour biology and pathology
- Translational research
- Prevention, early detection, epidemiology, tobacco control
- Imaging and staging
- SCLC
- Early stage NSCLC
- Locally advanced NSCLC
- Advanced NSCLC
- Metastases to and from the lung
- Mesothelioma
- General interest

## Submission regulations

1. By submitting an abstract intended for presentation at the European Lung Cancer Congress (ELCC) 2022 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 ELCC 2022.

Abstracts containing **updated data** with respect to a previous presentation may, however, be submitted to ELCC 2022. 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 ELCC 2022 abstract submission number, title and first author to the ELCC 2022 organisers by e-mail ([programme@esmo.org](mailto:programme@esmo.org)). Except for exceptional circumstances, abstracts containing previously published material will be rejected.

**Encore abstracts will NOT be accepted.**

2. The first author may, but does not need to be, an ESMO or IASLC member.

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 the European Society for Medical Oncology (ESMO) and the International Association for the Study of Lung Cancer (IASLC), jointly the “ELCC 2022 organisers” and give full permission for the abstract, if accepted, to be published in the ELCC 2022 Abstract book in electronic format, as well as published online on the ESMO, IASLC and publisher websites. 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 ELCC 2022 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 ELCC 2022 programme if it is selected for presentation as Proffered Paper (oral presentation), Mini Oral (short 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 **a listed co-author independent of the sponsor (unless for data generated as mentioned in point 10 below)**. The name of the replacement must be submitted by e-mail to the ELCC 2022 organisers ([programme@esmo.org](mailto:programme@esmo.org)) within twenty-four (24) hours of outcome notification. Should a presenting author have two abstracts accepted for oral presentation (Proffered Paper and/or Mini Oral), the ELCC 2022 Scientific Committee reserves the right to require a co-author to present one of the two.
  8. 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.
  9. 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.
  10. 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.
  11. Certify that the study reported in the abstract will not be presented as such during ELCC 2022 at any industry-related Industry Satellite Symposia prior to its presentation during the official ELCC 2022 programme.
  12. Indicate whether he/she agrees to participate in the official ELCC 2022 Press programme if the abstract is selected for coverage by the ELCC 2022 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.
  13. The first author must further confirm his/her presence at the official ELCC 2022 Press conference if selected; however, he/she may nominate a co-author to participate in the ELCC 2022 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 ELCC Press Office ([media@esmo.org](mailto:media@esmo.org)) within twenty-four (24) hours of ELCC 2022 Press programme invitation acceptance and must confirm his/her attendance at the ELCC 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/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. Should no valid disclosure statement be provided at submission, authors may, at the discretion of the ELCC 2022 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 the ELCC 2022 organisers (if part of the official ELCC 2022 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 Travel Grant.
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.

#### 4. Withdrawal of abstracts

If the first author wishes to withdraw his/her abstract from ELCC 2022 after the outcome notifications have been made available, he/she must submit a written request within **twenty-four (24) hours** to the ELCC 2022 organisers ([programme@esmo.org](mailto:programme@esmo.org)). Any abstract withdrawal requests made after twenty-four (24) hours cannot be assured of removal from the ELCC 2022 Abstract book.

#### 5. Correction of published abstracts

Corrections to accepted abstracts will be possible if advised in writing to the ELCC 2022 organisers ([programme@esmo.org](mailto:programme@esmo.org)) by **Monday, 14 February 2022, 21:00 CET**. **No changes will be possible at all after this date** unless requested by the 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 European Lung Cancer Congress (ELCC). The name of the first and presenting author will also be forwarded to the programme committee of each of the organising societies.

## 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 ELCC 2022 Scientific Committee.
- Once each step is completed, the author must click on *Finish Submission* to complete the process. Without clicking this option, the abstract will not be considered as submitted and will not be forwarded to the ELCC 2022 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 ELCC 2022 Scientific Committee reserves the right to correct the title format without further recourse to the authors. Abstract title counts towards the overall character limit of 2,000.
- 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 ELCC 2022 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 fields 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, 14 February 2022, 21:00 CET** to the ELCC 2022 organisers ([programme@esmo.org](mailto:programme@esmo.org)). Any requests for changes to the author string made after Monday, 14 February 2022 cannot be guaranteed inclusion in the ELCC 2022 Abstract book or the online programme.
- Authors must select the appropriate abstract submission category, however, the ELCC 2022 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 ELCC 2022 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 ELCC 2022 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 ELCC 2022 Scientific Committee.
- Abstracts on case reports will be rejected.

## Presentation and publication of accepted abstracts

The ELCC 2022 Scientific Committee will select abstracts for presentation during the Congress based on the following possibilities:

- **Proffered Paper** – Oral presentations by authors presenting original data of superior quality, followed by expert discussion and perspectives.
- **Mini Oral** – Short oral presentation by authors with comment and interactive audience discussion led by an invited expert.
- **Poster** – Display session for presentation, review and questions.

All accepted abstracts will be published in the ELCC 2022 Abstract book, a supplement to the official ESMO journal, *Annals of Oncology*.

## Publication schedule for accepted abstracts

1. Abstracts accepted for presentation at ELCC 2022 as Proffered Paper, Mini Oral and Poster will be published online on the ESMO website at **12:00hrs CET on Wednesday, 23 March 2022.**
2. **Late-breaking abstracts** will be made public at the start of the official Congress session during which they are presented.
3. The publication schedule of abstracts with a different release will be available 10 days before the Congress.

Abstracts accepted as: <ul style="list-style-type: none"> <li>• Proffered Paper or Mini Oral (suffix 'O'; "MO")</li> <li>• Poster (suffix 'P')</li> </ul>	<b>Wednesday, 23 March 2022, 12:00hrs CET</b>
<ul style="list-style-type: none"> <li>• Late-breaking abstracts (prefix 'LBA')</li> </ul>	At the start of the official Congress session during which they are presented.
<ul style="list-style-type: none"> <li>• Abstracts with a different release schedule</li> </ul>	Available 10 days before the Congress

## Embargo Policy

Data and information included in accepted abstracts is under embargo until the relevant embargo release date that will be indicated 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 17 January 2022** 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 ELCC 2022, and a pre-planned analysis must be scheduled between the regular submission deadline of 17 January 2022 and the late-breaking submission deadline of 1 March 2022.

The final late-breaking abstract deadline of 1 March 2022 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 17 January 2022 and the intent to submit a late-breaking abstract check-box must be ticked. The abstract must include the title, first author (with full contact details), objectives, rationale, methodology and anticipated data.
- 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 ELCC 2022 Scientific Committee will review all abstracts indicated as late-breaking and first authors will be advised whether the study has been identified as a potential late-breaking abstract.
- Authors receiving a positive outcome of this first review will be required to submit the entire abstract including author string, final results and conclusions plus any table (if applicable) online by the late-breaking abstract deadline, on 1 March 2022.
- All late-breaking abstract submissions must follow the standard submission regulations and instructions as outlined above.

- The ELCC 2022 Scientific Committee will re-consider the final abstract to determine whether it will be accepted as a late-breaking abstract for ELCC 2022. 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.
  - **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 nor published.
- The presenters of accepted late-breaking abstracts will receive notification and further instructions by mid-March 2022.
- Note: 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.

## Trial in progress abstracts

Trial in Progress (TiP) abstracts in all phases of clinical research (phases I to III) may be submitted to ELCC 2022.

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 17 January 2022.
- Abstracts including results or preliminary data will be rejected.
- Trial in Progress abstracts will be considered for Poster outcome only.
- Encore TiP abstracts will NOT be accepted.

## Confidentiality policy

Abstracts submitted to ELCC 2022 are considered confidential by the ELCC 2022 organisers, the author, co-authors and research sponsors until publicly released in connection with ELCC 2022. 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 ELCC 2022 organisers reserves the right to provide their press releases a few days before public release to a selected list of journalists who have previously agreed in writing to respect the ELCC embargo policy.

If details or relevant information from the abstract or additional study data are disclosed in advance of public release in connection with ELCC 2022, the abstract will no longer be eligible for inclusion in the ELCC 2022 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 ELCC 2022 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 ELCC 2022 Programme provided that the company submits to the ELCC 2022 organisers ([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 ELCC 2022, and particularly if the abstract has been tentatively included in the official ELCC 2022 Press programme, the company is required to get in contact with the ELCC Press Office ([pressoffice@esmo.org](mailto:pressoffice@esmo.org)) in advance of the release to notify that a press release regarding an abstract included in the official ELCC 2022 Press programme will have to be issued in accordance to SEC regulations.

The ELCC 2022 organisers recommend that the company's press release adheres to the Qualitative Sample Press Release (provided by the ESMO Press Office) and:

1. Summarizes 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 ELCC 2022

The ELCC 2022 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 ELCC 2022 Press programme.

If the press release includes significantly more information than the organisers' recommendations, the abstract's placement in ELCC 2022 is subject to change and can be withdrawn from the official ELCC 2022 Press programme.

## Copyright

The ELCC 2022 organisers hold copyright of all abstracts accepted for the ELCC 2022 Congress and therefore abstracts cannot be made public prior to official publication.

ELCC 2022 copyright is lifted only if the abstract is not accepted for inclusion in the official ELCC 2022 Congress programme and/or publication in the Congress Abstract Book.

The submission of abstracts accepted for ELCC 2022 to subsequent conferences, organised either by ESMO, IASLC or third parties, requires the permission of the joint ELCC organizing partners. Requests will be processed by the ELCC 2022 organisers ([programme@esmo.org](mailto:programme@esmo.org)).

Commercial data mining of ELCC 2022 published abstracts requires the permission of the ELCC 2022 organisers and approval must be sought before inception of the project. Queries should be addressed to [programme@esmo.org](mailto:programme@esmo.org)

## Travel Grants

A limited number of Travel Grants to ELCC 2022 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 ELCC 2022 Scientific Committee on a competitive basis from among the accepted abstracts.

The application for a 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)

Incomplete applications will not be considered.

The ELCC 2022 organisers 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 ELCC 2022 by 2 May 2022.