

## Abstract submission regulations and instructions

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### Abstract submission deadline

**12 July 2022**

**18:00 SGT / 12:00 CEST**

SGT = Singapore Time (Standard Time)

CEST = Central European Summer Time

### Late-breaking abstract deadline

**11 October 2022**

**18:00 SGT / 12:00 CEST**

SGT = Singapore Time (Standard Time)

CEST = Central European Summer Time

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## Submission methods and deadlines

All abstracts for the ESMO Asia Congress 2022, including preliminary versions of those intended for late-breaking abstract status, must be submitted by the deadline of 18:00hrs SGT (local Singapore Time) / 12:00 CEST (Central European Summer Time) on Tuesday, 12 July 2022.

The deadline for the submission of finalised late-breaking abstracts is 18:00hrs SGT (local Singapore Time) / 12:00 CEST (Central European Summer Time) on Tuesday, 11 October 2022.

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

- Breast cancer, early stage
- Breast cancer, locally advanced
- Breast cancer, metastatic
- Developmental therapeutics
- Gastrointestinal tumours, colorectal
- Gastrointestinal tumours, non-colorectal
- Genitourinary tumours, prostate
- Genitourinary tumours, non-prostate
- Gynaecological cancers
- Haematological malignancies
- Head and neck cancer, excluding thyroid
- Miscellaneous
- Palliative care
- Precision medicine
- Supportive care
- Thoracic tumours, early stage
- Thoracic tumours, locally advanced
- Thoracic tumours, metastatic
- Young Oncologists patient case study

# Submission regulations

1. By submitting an abstract intended for presentation at ESMO Asia Congress 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 ESMO Asia Congress 2022.

Abstracts containing **updated data** with respect to a previous presentation may, however, be submitted to ESMO Asia Congress 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 ESMO Asia Congress 2022 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 unusual circumstances, abstracts containing previously published material will be rejected.

## The **only** exceptions to these regulations are:

- i) Encore' abstracts previously accepted for presentation and/or publication in connection with the European Lung Cancer Congress 2022, the ESMO Breast Cancer 2022, the ESMO Virtual Plenary series 2022 and the ESMO World Congress on Gastrointestinal Cancer 2022. In this case, authors must supply information regarding the original presentation, indicating the name of the meeting and original abstract publication number. The first author will also be responsible for obtaining, and, upon request, showing proof that written permission has been obtained from the copyright holder of the original abstract publication(s).
- ii) Abstracts previously accepted for **oral presentation** at the ESMO Congress 2022 which may be re-submitted by the original author (regardless of origin) but must be presented onsite by a co-author coming from the Asia-Pacific region. In this case, authors must supply information regarding the original presentation at the ESMO Congress 2022, indicating the presenting author and original abstract publication number.

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 abstract only** as first and presenting author.

New applications for ESMO membership must be completed online by **25 June 2022** via [the ESMO website](#) in order 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 Asia Congress 2022 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 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 ESMO Asia Congress 2022 PR activities.
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 Asia Congress 2022 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. No shared first-authorship is possible: each abstract can have one presenter only.
8. The maximum number of abstract presentations throughout the ESMO Asia Congress 2022 by the same first and presenting author is TWO, with options as follows:
  - o Either **one** Proffered paper (oral) presentation plus **one** of either Mini oral or Poster
  - o 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. When the presenting investigator is/represents an independent entity contracted by the sponsor, this should be disclosed in the abstract submission process.
12. Certify that the study reported in the abstract will not be presented as such during ESMO Asia Congress 2022 at any industry-related Satellite symposia prior to its presentation during the official ESMO Asia Congress 2022 programme.
13. Indicate whether he/she agrees to participate in the official ESMO PR activities 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 PR activities 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 ([pressoffice@esmo.org](mailto:pressoffice@esmo.org)) within forty-eight (48) hours of PR activities 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 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 Asia Congress 2022 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 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 PR activities), 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 an application for an ESMO Merit travel grant.
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 Asia Congress 2022 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 abstract withdrawal requests made after 48 hours cannot be assured of removal from the ESMO Asia Congress 2022 Abstract Book.

#### 5. Correction of published abstracts

Corrections to accepted abstracts will be possible if advised in writing to the ESMO Scientific Programmes Department at [programme@esmo.org](mailto:programme@esmo.org) **by Thursday, 6 October 2022**. After this date, no further changes to the abstract will be possible 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 Asia 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 Asia Congress 2022 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 Asia Congress 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 ESMO Asia Congress 2022 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 Asia Congress 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 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 48 hours cannot be guaranteed inclusion in the ESMO Asia Congress 2022 Abstract Book or the online programme.
- Authors must select the appropriate abstract submission category, however, the ESMO Asia Congress 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 ESMO Asia Congress 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 ESMO Asia Congress 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 ESMO Asia Congress 2022 Scientific Committee.
- Abstracts on case reports will be rejected, except for "Young Oncologist Patient case studies". Please see section below for details and specific regulations.

## Presentation of abstracts accepted

The ESMO Asia Congress 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 presentation by the authors with comment and interactive audience discussion led by an invited expert.
- **Poster** – Display sessions for review, discussion and questions. The presenting authors must be available for Q&A to represent their work.

All accepted abstracts will be published in the ESMO Asia Congress 2022 Abstract Book, a supplement to the official ESMO journal, *Annals of Oncology*. The only exception are abstracts accepted as YO Patient case study Posters, which will not be published in *Annals of Oncology* and will not be selected for the official PR activities.

Detailed instructions for the preparation of visual presentations and posters will be made available on the ESMO website in September 2022 along with scheduling notices.

## Publication schedule of accepted abstract

1. All **regular** abstracts accepted for presentation at ESMO Asia Congress 2022 as Proffered Paper (suffix O), Mini Oral (suffix MO), Poster (suffix P or TiP) will be published online via the ESMO website at 00:05 SGT on **Monday, 28 November 2022**.
2. All **Late-breaking abstracts** accepted for presentation at ESMO Asia Congress 2022 as Proffered Paper or Mini Oral (prefix LBA) will be published online via the ESMO website at 00:05 SGT on **Thursday, 1 December 2022**.
3. Details regarding ESMO PR activities will be made available two weeks prior to the Congress.

<b>Regular abstracts</b> accepted as: <ul style="list-style-type: none"><li>• Proffered Paper (suffix 'O')</li><li>• Mini Oral (suffix 'MO')</li><li>• Poster (suffixes 'P' and 'TiP')</li><li>• YO Poster (prefix 'YO')</li></ul>	<b>Monday, 28 November 2022</b> 00:05 Singapore Time (SGT)
<b>All late-breaking abstracts</b> (prefix 'LBA')	<b>Thursday, 1 December 2022</b> 00:05 Singapore Time (SGT)
ESMO PR activities	Details regarding ESMO PR activities will be made available two weeks prior to 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, e.g., 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 12 July 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 ESMO Asia Congress 2022, and a pre-planned analysis must be scheduled between the regular submission **deadline of 12 July 2022** and the late-breaking submission **deadline of 11 October 2022**.

The **final late-breaking abstract deadline of 11 October 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 12 July 2022** as an “intent to submit a late-breaking”. 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 Asia Congress 2022 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 (11 October 2022).
- All late-breaking abstract submissions must follow the standard submission regulations and instructions as outlined above.
- The ESMO Asia Congress 2022 Scientific Committee will re-consider the final abstract to determine whether it will be accepted as a late-breaking abstract for ESMO Asia Congress 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 or a Presidential Symposium.
  - **Accepted for Mini Oral:** Accepted late-breaking abstracts will be presented orally in a Mini Oral session.
  - **Rejected:** Late-breaking submitted abstracts that do not meet the criteria for oral 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-October 2022.
- 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 abstracts (TiPs) in all phases of clinical research (phases I to III) may be submitted to ESMO Asia Congress 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 12 July 2022.
- 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 Asia Congress 2022 Scientific Committee and considered on the merits of the scientific and clinical rationale of the trial.

## Young Oncologist (YO) Patient case studies

Challenging clinical case studies in the new era of personalised medicine may be submitted by young oncologists under 40 years of age.

### Notes:

- YO Patient case study authors must certify that the case reported is resolved and not ongoing
- The maximum number of authors allowed is limited to ten (10)
- YO Patient case studies will be reviewed by the ESMO Young Oncologists Committee who will select the best 5 (maximum)
- The first authors of the best YO case studies will be invited to present at the YO Case Study Discussion Session
- YO Patient case studies will be considered for Poster outcome only UNLESS selected for presentation in the Young Oncologist case study session
- YO Patient case studies will not be published in *Annals of Oncology*
- YO Patient case studies will not be considered for the official ESMO PR activities
- YO Patient case studies will not be considered for a ESMO Merit travel grant to the ESMO Asia Congress 2022

## Confidentiality policy

Abstracts submitted to ESMO Asia Congress 2022 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 (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

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 2022, the abstract will no longer be eligible for inclusion in the ESMO Asia Congress 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 ESMO Asia Congress 2022.

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 Asia Congress 2022 Programme provided that the company submits to 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 Asia Congress, and particularly if the abstract has been tentatively included in the official ESMO Asia Congress 2022 PR activities, the company is required to get in contact with the ESMO Communications ([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 Asia Congress 2022 PR activities 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:

- Summarizes data cited in the abstract in a qualitative way rather than providing specific quantitative information, including exact figures on the study
- Avoids interpretations about the implications of the data for clinical practice
- Notes that full data has been submitted for presentation at the ESMO Asia Congress 2022.

ESMO Communications 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 PR activities.

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

## Copyright

ESMO holds copyright of all abstracts accepted for the ESMO Asia Congress 2022 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 Asia Congress 2022 programme and/or publication in the Congress Abstract Book.

The submission of abstracts accepted for ESMO Asia Congress 2022 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 Asia Congress 2022 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)



## ESMO Merit travel grant

A limited number of ESMO Merit travel grants to ESMO Asia Congress 2022 are available, upon application, to first authors (= presenter) who submit abstracts considered to be deserving of recognition. Candidates must be ESMO Members under the age of 40. Selection will be made by the ESMO Asia Congress 2022 Scientific Committee on a competitive basis from among the accepted abstracts.

The application for an ESMO Merit 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.

Incomplete applications will not be considered.

ESMO Merit travel grant recipients must submit a report detailing the benefits of participating in ESMO Asia Congress 2022 by 17 December 2022.