

Call for abstracts

ESMO ASIA, Singapore, 18 – 21 December 2015

Abstract submission deadline
26 August 2015, 18:00 hrs

SGT – Singapore Time (Standard Time)

Late-breaking abstract deadline
04 November 2015, 18:00hrs

SGT – Singapore Time (Standard Time)

Submission methods and deadlines

All abstracts for the ESMO ASIA 2015 Congress (ESMO ASIA 2015), including preliminary versions of those intended for late-breaking abstract status, must be submitted by the deadline of 18:00 hrs SGT (local Singapore Time) on Wednesday, 26 August 2015.

The deadline for the submission of finalised late-breaking abstracts is 18:00 hrs SGT (local Singapore Time) on Wednesday, 04 November 2015.

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

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

Submission categories

Basic science	Melanoma and other skin tumours
Biomarkers	Neuroendocrine tumours and CUP
Breast cancer, early stage	New diagnostics
Breast cancer, locally advanced	NSCLC, early stage
Breast cancer, metastatic	NSCLC, locally advanced
CNS tumours	NSCLC, metastatic
Developmental therapeutics	Palliative care
Endocrine tumours	Psycho-oncology
Gastrointestinal tumours, colorectal	Sarcoma
Gastrointestinal tumours, non-colorectal	SCLC
Genitourinary tumours, prostate	Supportive care
Genitourinary tumours, non-prostate	Thoracic malignancies, other
Gynaecological cancers	Translational research
Haematological malignancies	Tumour biology and pathology
Head and neck cancer	Miscellaneous
Immunotherapy of cancer	

Submission regulations

1. By submitting an abstract intended for presentation at the ESMO ASIA 2015, **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 organization prior to ESMO ASIA 2015.

Abstracts containing **updated data** with respect to a previous presentation may, however, be submitted to ESMO ASIA 2015. 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 original 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 2015 abstract submission number, title and first author, to the ESMO Congress Programme Manager by E-mail at programme@esmo.org. Except for unusual circumstances, abstracts containing previously published material will be rejected.

The only exception to these regulations are 'encore' abstracts previously accepted for presentation at and/or publication in connection with the European Lung Cancer Conference (ELCC) 2015, the IMPAKT Breast Cancer Conference 2015, the ESMO 17th World Congress on Gastrointestinal Cancer 2015 and the 18th ECCO – 40th ESMO European Cancer Congress (ECC) 2015. 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).

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 more than one abstract 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 **31 July 2015** via <http://www.esmo.org/membership/join-esmo.html> 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 2015 Abstract book in printed and/or electronic format, as well as published online on the ESMO and Annals of Oncology 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 ESMO ASIA 2015 Communication programme.
5. Make all reasonable efforts to ensure the anonymity of any patient discussed in the abstract.
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 ESMO ASIA 2015 Congress programme if it is selected for presentation as Proffered Paper (oral presentation), Poster Discussion or Poster. The first author may nominate a co-author to present an abstract in his/her place provided that the name of the replacement is submitted by E-mail to the ESMO Congress Department (programme@esmo.org) within thirty-six (36) hours of outcome notification. Should a presenting author have two abstracts accepted for oral presentation in the same session, the ESMO ASIA 2015 Scientific Committee reserves the right to require a co-author to present one of the two.
8. Certify that the study reported in the abstract will not be presented as such during the Congress at any industry-related Satellite symposia prior to its presentation during the official ESMO ASIA 2015 programme.
9. Indicate whether he/she agrees to participate in the official ESMO Communication 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. The first author may nominate a co-author to participate in the ESMO Communication programme in his/her place provided that the name of the replacement is submitted by E-mail to the ESMO Press Office (media@esmo.org) within thirty-six (36) hours of outcome notification.
10. Declare if the study detailed in the abstract was funded by a pharmaceutical or biotech company or by a Foundation or academic group.
11. Ensure that all authors identify any financial interest in products or processes involved in their research. This includes stock ownership, membership on an advisory board or board of directors, corporate-sponsored research, or other substantive relationships.
12. Indicate where applicable the number of trial protocol (NIH or European equivalent) and release date (when it was obtained).
13. 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.
14. 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.
15. Indicate whether the abstract is submitted in association with an application for a travel grant.

4. Withdrawal of abstracts

If the first author wishes to withdraw his/her abstract from ESMO ASIA 2015 after outcome notifications have been made available, he/she must submit a written request within thirty-six (36) hours to programme@esmo.org. Any abstract withdrawal requests made after 36 hours cannot be assured of removal from the ESMO ASIA 2015 Abstract Book.

5. No-show policy

The abstract's first and presenting author who, without notice, is absent during the session when his/her abstract is presented will be barred from having abstracts accepted for the following two ESMO ASIA Congresses.

Submission instructions

- Each section of the online abstract submission system must be completed. Authors failing to give all information required in the online submission system will not have their abstract considered by the ESMO ASIA 2015 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 2015 Scientific Committee for consideration.
- Abstracts 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.
- 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 2015 Scientific Committee reserves the right to substitute commercial names with generic names where necessary without further recourse to the authors.
- Names of cooperative study groups should appear in the title, as they will not be reported in the author index.
- Abbreviations may be used in the title and text of abstracts if they are defined. Terms must be spelt out in full at its first mention and followed with the abbreviation in parentheses. Particular care should be taken to identify complex chemotherapeutic regimens.
- The character limit for all submitted abstracts is set at 2,000, excluding spaces. This limit includes characters entered in the title, abstract body and table fields (default of 225 characters per table) but not the author names and institutions.
- Illustrations and graphs are not permitted. One brief and clear table is accepted.
- 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 must NOT be mentioned.
- Authors must select the appropriate abstract submission category, however, the ESMO ASIA 2015 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, Poster Discussion or Poster; however, the decision of the ESMO ASIA 2015 Scientific Committee will be final.
- Each abstract must be accompanied by a minimum of one and maximum of four keywords. The ESMO ASIA 2015 Scientific Committee reserves the right to assign different keywords without further recourse to the authors.
- 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 2015 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 2015 Scientific Committee.
- Abstracts on case reports will be rejected unless they are "Young Oncologist Patient case studies". Please see section below for details and specific regulations.

Presentation and publication of abstracts accepted for the ESMO ASIA 2015 Congress

The ESMO ASIA 2015 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.
- **Poster Discussion** – Presentation and analysis by an invited speaker highlighting important findings within a disease type or about a common theme plus interactive audience discussion.
- **Poster** – Display sessions for review, discussion and questions. Rotated by category, posters will be displayed for one day of the Congress and the presenting authors must be available for Q&A for one hour to represent their work.

All accepted abstracts will be published in the ESMO ASIA 2015 Abstract Book EXCEPT 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 Communication programme.

Detailed instructions for the preparation of visual presentations and posters will be made available on the ESMO Web site in September / October 2015 along with scheduling notices.

Publication schedule for accepted abstracts

1. Abstracts accepted for presentation at ESMO ASIA 2015 as Poster Discussion and Poster will be published online on the ESMO website at 16:00 hrs SGT (local Singapore Time) on **Wednesday, 09 December 2015**.
2. Abstracts accepted for presentation at ESMO ASIA 2015 as Proffered Paper (oral presentation) will be published online on the ESMO website at 16:00 hrs SGT (local Singapore Time) on **Wednesday, 16 December 2015**.
3. **Late-breaking abstracts** will be made public at the beginning of the official ESMO ASIA 2015 Congress session during which they are presented.
4. Abstracts selected for the official **ESMO Communication Programme** will be made public at 23:55 hrs SGT (local Singapore Time) on the day preceding presentation in the official ESMO ASIA 2015 Congress programme.

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Abstracts accepted as: <ul style="list-style-type: none">• Poster Discussion (suffix 'PD')• Poster (suffix 'P')	Wednesday, 09 December 2015 16:00 hrs SGT (local Singapore Time)
Abstracts accepted as: <ul style="list-style-type: none">• Proffered Paper (suffix 'O')	Wednesday, 16 December 2015 16:00 hrs SGT (local Singapore Time)
Late-breaking abstracts (prefix 'LBA')	Beginning of the official ESMO ASIA 2015 Congress session during which they are presented
Abstracts selected for official ESMO Communication Programme (additional suffix '_PR')	23:55 hrs SGT (local Singapore Time) on the day preceding presentation during the official ESMO ASIA 2015 Congress programme

Late-breaking abstracts

Late-breaking abstracts may be submitted for high quality, **new** research findings with implications for clinical practice or understanding of disease processes. 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 organization prior to the ESMO ASIA 2015.

Only abstracts for which **no conclusive data are available at the time of the abstract submission deadline of 26 August 2015** will be considered for late-breaking status.

The final late-breaking abstract deadline of 04 November 2015 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 26 August 2015 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. Please note that 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 2015 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 04 November 2015.
- All late-breaking abstract submissions must follow the standard submission regulations and instructions as outlined above.
- The ESMO ASIA 2015 Scientific Committee will re-consider the final abstract to determine whether it will be accepted as a late-breaking abstract for ESMO ASIA 2015. 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 Poster Discussion:** Presentation during a Poster Discussion session
 - **Rejected:** Late-breaking submitted abstracts that do not meet the criteria for oral presentation will not be accepted for presentation during the Congress and will not be published.
- The presenters of accepted late-breaking abstracts will receive notification and further instructions by mid-November 2015.
- 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.
- Accepted late-breaking abstracts will be published online only in the ESMO ASIA 2015 Abstract Book, a supplement to the official ESMO journal *Annals of Oncology*.

Trial in progress abstracts

Trial in Progress abstracts in all phases of clinical research (phases I to III) may be submitted to ESMO ASIA 2015.

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 26 August 2015.
- Abstracts including results or preliminary data will be rejected.
- 'Encore' TIP abstract submissions will be accepted for Poster outcome only. Authors must supply information regarding the original presentation, indicating the name of the meeting and publication number. The first author will 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).

Trial in Progress abstracts will not be considered for Proffered Paper (oral) presentation.

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 considered for Poster outcome only
- YO Patient case studies will not be published in *Annals of Oncology* but the best poster per main category (Basic science, Breast cancer, CNS tumours, Developmental therapeutics, Gastrointestinal tumours, Genitourinary tumours, Gynaecological cancers, Haematological malignancies, Head and neck cancer, Melanoma and immunotherapy, Sarcoma, Supportive & palliative care, Thoracic cancers) will be made available online via OncologyPRO
- YO Patient case studies will not be considered for the official ESMO Communication Programme
- YO Patient case studies will not be considered for a Travel Grant to the ESMO ASIA 2015 Congress

Confidentiality policy

Abstracts submitted to ESMO ASIA 2015 are considered confidential 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

If details or relevant information from the abstract or additional study data are disclosed in advance of public release in connection with ESMO ASIA 2015, the abstract will no longer be eligible for inclusion in the ESMO ASIA 2015 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 2015 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 ASIA 2015 Programme provided that the company submits to the ESMO Press Office (media@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 2015 Congress, and particularly if the abstract has been tentatively included in the official ESMO ASIA 2015 Communication Programme, the company is required to get in contact with the ESMO Press Office (media@esmo.org) in advance of the release to notify that a press release regarding an abstract included in the official ESMO ASIA 2015 Communication 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 (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 the ESMO ASIA 2015 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 Communication 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 Communication Programme.

ESMO holds copyright of all abstracts accepted for the ESMO ASIA 2015 Congress and therefore abstracts cannot be made public.

ESMO copyright is lifted only if the abstract is not accepted for inclusion in the official ESMO ASIA 2015 Congress programme and/or publication in the Congress Abstract Book.

Travel grants

A restricted number of travel grants to ESMO ASIA 2015 are available, upon application, to first author (= presenter) of candidates under the age of 40 who submit abstracts considered deserving of recognition. Selection will be made by the ESMO ASIA 2015 Scientific Committee on a competitive basis from among the accepted abstracts.

To apply for a travel grant, the following documents must be received by the ESMO Congress Department on or before 26 August 2015:

1. A letter of introduction by the applicant. Please include the following general information:
 - How relevant are the topics presented during this Congress to your current practice and research?
 - Have you attended any event on a similar topic in the last 3 years?
 - How do you believe your attendance at this Congress will help you improve your knowledge in the field and your professional development?
 - How do you consider that the findings published in your abstract make a relevant contribution to the topics presented during this Congress?
 - Have you recently been awarded an ESMO travel grant? If yes, for which event?
2. A copy of the submitted abstract (the applicant must be the first author and presenter)
3. A readable photocopy of either identity card or passport
4. A short curriculum vitae (maximum 2 pages).

Documentation must be sent by E-mail to travelgrants@esmo.org or, if strictly necessary, by fax to +41 91 973 1918.

The ESMO ASIA 2015 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 ESMO ASIA 2015 by 21 January 2016.

Incomplete applications will not be considered.