

# Abstract submission regulations and instructions

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## Regular abstract submission deadline

**9 January 2023, 21:00 CET**

(CET = Central European Time / Local Swiss time)

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## Submission methods and deadlines

All abstracts for the ESMO Targeted Anticancer Therapies Congress (TAT) 2023 must be submitted by the deadline of **21:00** Central European Time (local Swiss time) on **Monday, 9 January 2023**.

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

- Antibody-based therapies
- Cell therapies
- DNA damage repair
- Epigenetics
- Immunotherapy
- Kinase-targeting agents and cell signalling modulators
- Molecular profiling applications
- Miscellaneous

## Submission regulations

1. By submitting an abstract intended for presentation at ESMO TAT 2023, **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 TAT 2023.

Abstracts containing **updated data** with respect to a previous presentation may, however, be submitted to ESMO TAT 2023. 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 abstract submission number, title and first author, to the ESMO Scientific Programmes Department by e-mail at [programme@esmo.org](mailto:programme@esmo.org). Except for exceptional circumstances, abstracts containing previously published material will be rejected.

Encore abstracts will **NOT** be accepted unless previously presented at the ESMO Congress 2022. In this case, abstracts may be re-presented by a co-author of the original ESMO 2022 presentation. Authors must supply information regarding the original ESMO 2022 presentation, indicating the name of the presenting author and original abstract publication number.

2. Abstracts submitted after the deadline or containing infractions of the following rules will be rejected and returned without consideration by the ESMO TAT 2023 Scientific Committee.

3. 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 **15 December 2022** via <http://www.esmo.org/Membership/Join-ESMO> in order to qualify for membership benefits.

4. 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 TAT 2023 Abstract Book in printed and/or electronic format, as well as published online on the ESMO 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 TAT 2023 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 TAT 2023 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 thirty-six (36) hours of outcome notification. Should a presenting author have two abstracts accepted for oral presentation in the same session, the ESMO TAT 2023 Scientific Committee reserves the right to require a co-author to present one of the two.
8. The maximum number of abstract presentations throughout the ESMO TAT 2023 Congress by the same first and presenting author is TWO, with options as follows:
  - Either **one** Proffered paper (oral) presentation plus **one** of either Mini Oral or Poster
  - Or **two** of either Mini Oral or PosterAny additional Proffered Paper, Mini Oral or Poster must be presented by a listed co-author **independent of the sponsor (unless for data generated as mentioned in point 11 below)**.
9. For ESMO TAT, 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 interventional clinical studies. The presenter must be an independent, practicing physician or independent investigator listed in the abstract author string.

The above is not applicable for not for profit, academic or non-commercial sponsors.
10. For ESMO TAT, an author employed by a company submitting clinical data generated by the same company is not allowed to present the data.
11. For ESMO TAT, employees of pharmaceutical, diagnostic or artificial intelligence companies may submit and present data generated in *in-vitro* and in pre-clinical research. Translational research, gene expression sets from databases of clinical data series and artificial intelligence-enabled analyses or products from clinical data series must be presented by an independent, practicing physician or independent investigator listed in the abstract author-string.
12. Certify that the study reported in the abstract will not be presented as such during ESMO TAT 2023 at any industry-related satellite symposia prior to its presentation during the official ESMO TAT 2023 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 e-mail to the ESMO Press Office ([pressoffice@esmo.org](mailto:pressoffice@esmo.org)) within thirty-six (36) hours of PR programme invitation acceptance and must confirm their attendance at the ESMO Press Conference.
15. Declare the name of the legal entity responsible for the governance, coordination and running of the study.
16. Declare how the study detailed in the abstract was funded, for example by a pharmaceutical, biotech or other commercial company or by a Foundation or academic group, and to **name the organisation(s)** funding the study.

17. Ensure that all authors complete the “Declaration of Interest” statement identifying any financial/non financial interest in products or processes involved in their activities, related or not, to the work submitted in the abstract. This includes stock ownership, membership on an advisory board or board of directors, corporate-sponsored research, or other substantive relationships such as employment with a pharmaceutical or any other organisation. Statements exceeding the standard length in the submission system must be advised by the submission date to [programme@esmo.org](mailto:programme@esmo.org). Should no valid disclosure statement be provided at submission, authors may, at the discretion of the ESMO TAT 2023 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 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 a 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.

## 5. Withdrawal of abstracts

If the first author wishes to withdraw his/her abstract from ESMO TAT 2023 after outcome notifications have been made available, he/she must submit a written request **within thirty-six (36) hours** to [programme@esmo.org](mailto:programme@esmo.org). Any abstract withdrawal requests made after thirty-six (36) hours cannot be assured of removal from the ESMO TAT 2023 Abstract Book.

## 6. Correction of published abstracts

Corrections to accepted abstracts will be possible if advised in writing to the ESMO Scientific Programmes Department ([programme@esmo.org](mailto:programme@esmo.org)) by the deadline indicated in the outcome notification. After this time, **no changes will be possible at all** 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.

## 7. 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 TAT 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 TAT 2023 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 TAT 2023 Scientific Committee for consideration.
- Regular abstracts should be structured in such a way as to include the following four (4) sections:
  - Background: A short introduction indicating the rationale of the study
  - Methods: A brief description of pertinent methodological procedures
  - Results: A summary of the results of the research
  - Conclusions: A statement of the main conclusions
- The title of the abstract should include significant words that reflect the content of the abstract but not refer to the study results or conclusions. The ESMO TAT 2023 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 TAT 2023 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.
- 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 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, excluding spaces). 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 the deadline indicated in the outcome notification to [programme@esmo.org](mailto:programme@esmo.org). Any requests for changes to the author string made after this time cannot be guaranteed inclusion in the ESMO TAT 2023 Abstract Book or the online programme.
- Authors must select the appropriate abstract submission category, however, the ESMO TAT 2023 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 TAT 2023 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 TAT 2023 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 TAT 2023 Scientific Committee.
- **Trials in Progress** and abstracts on **case reports** will be rejected.

## Presentation and publication of abstracts accepted for ESMO TAT 2023

The ESMO TAT 2023 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 presentations by authors presenting data of good quality, followed by expert discussion and perspectives.
- **Poster** – Display sessions for review, discussion and questions. Presenting authors must be available for Q&A for one hour to represent their work.

All accepted abstracts will be published online only in the ESMO TAT 2023 Abstract Book, a supplement to the ESMO journal, *ESMO OPEN*.

Detailed instructions for the preparation of visual presentations and posters will be made available on the ESMO website in February 2023 along with scheduling notices.

## Publication schedule for accepted abstracts

1. Abstracts accepted for presentation at ESMO TAT 2023 as Proffered Paper (oral presentation), Mini Oral and Poster will be published online on the ESMO website at **00:05 CET on Thursday, 2 March 2023**.
2. Details regarding the publication of abstracts selected for ESMO PR activities will be made available two weeks prior to the ESMO TAT Congress.

Abstracts accepted as: <ul style="list-style-type: none"><li>• Proffered Paper (suffix 'O')</li><li>• Mini Oral (suffix 'MO')</li><li>• Poster (suffix 'P')</li></ul>	<b>Thursday, 2 March 2023</b> 00:05 Central European Time (CET) (local Swiss time)
<ul style="list-style-type: none"><li>• ESMO PR activities</li></ul>	Details regarding the publication of abstracts selected for ESMO PR activities will be made available two weeks prior to the ESMO TAT 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 all 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.

## Confidentiality policy

Abstracts submitted to ESMO TAT 2023 are considered confidential by ESMO, the author, co-authors and research sponsors until publicly released in connection with the ESMO TAT 2023 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 TAT 2023, the abstract will no longer be eligible for inclusion in the ESMO TAT 2023 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 TAT 2023 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 TAT 2023 programme provided that the company submits to the ESMO Scientific Programmes Department ([programme@esmo.org](mailto:programme@esmo.org)) in advance of the release written notification of the requirement to issue information in accordance to SEC regulations.

In the interest of effective peer-reviewed presentation of data at the ESMO TAT 2023, and particularly if the abstract has been tentatively included in the official ESMO TAT 2023 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 TAT 2023 PR programme will have to be issued in accordance to SEC regulations.

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

1. Summarises data cited in the abstract in a qualitative way rather than providing specific quantitative information, including exact figures on the study
2. Avoids interpretations about the implications of the data for clinical practice
3. Notes that full data has been submitted for presentation at ESMO TAT 2023

The 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 ESMO TAT 2023 is subject to change and can be withdrawn from the official ESMO Press programme.

## Copyright

ESMO holds copyright of all abstracts accepted for ESMO TAT 2023 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 TAT 2023 programme and/or publication in the Congress Abstract Book.

The submission of abstracts accepted for ESMO TAT 2023 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 TAT 2023 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)

## Merit Travel Grants

A limited number of Merit Travel Grants to ESMO TAT 2023 are available, upon application, to first authors (= presenters) 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 TAT 2023 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/ MeritTravel Grant? If yes, for which event?

And to provide the following documents:

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

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

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

Merit Travel grant recipients must submit a report detailing the benefits of participating in ESMO TAT 2023 by 6 April 2023 to [travelgrants@esmo.org](mailto:travelgrants@esmo.org)

Incomplete applications will NOT be considered.