

Call for abstracts

Abstract submission deadline:
Tuesday 08 September 2015
21:00hrs Central European Summer Time (CEST)

Submission methods and deadlines

All abstracts for the ESMO Symposium on Immuno-Oncology 2015 must be submitted by 08 September 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 regulations

1. By submitting an abstract intended for presentation at the ESMO Symposium on Immuno-Oncology 2015, **the first author** (= presenter) warrants that any material which has been previously published in any publication in peer-review setting or presented at a meeting of any other scientific organisation prior to ESMO Symposium on Immuno-Oncology 2015 has been updated and reworded.

2. Abstracts submitted after the deadline or containing infractions of the following rules will be rejected and returned without consideration by the ESMO Symposium on Immuno-Oncology 2015 Scientific Committee.

3. The first author may, but does not need to be, an ESMO member.

4. With the submission of an abstract, and on behalf of him/herself and all co-authors, the first author (= presenter) undertakes to:

i. Release full copyright to the European Society for Medical Oncology (ESMO) and give full permission for the abstract, if accepted, to be published in the ESMO Symposium on Immuno-Oncology 2015 Abstract Book in electronic format, as well as published online on the ESMO and Oxford University Press websites. Accepted abstracts will be published as a supplement of the official ESMO journal *Annals of Oncology*.

ii. Warrant that he/she is an investigator with a substantial involvement in the study presented in the abstract.

iii. 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 Symposium on Immuno-Oncology 2015 Press Programme.

- iv. Accept responsibility for the accuracy and confidentiality (see corresponding section) of the submitted abstract.
- v. Indicate where applicable the number of trial protocol (NIH or European equivalent) and release date (when it was obtained).
- vi. 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.
- vii. Declare if the study detailed in the abstract was funded by a pharmaceutical or biotech company or by a Foundation or academic group, and give the grant no. where applicable.
- viii. 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.
- ix. 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.
- x. Certify that the study reported in the abstract will not be presented as such during the Symposium at any industry-related Satellite symposia prior to its presentation during the official ESMO Symposium on Immuno-Oncology 2015 programme.
- xi. Present his/her abstract if it is selected for presentation at ESMO Symposium on Immuno-Oncology 2015 as a Proffered Paper (oral) presentation or Poster.
- xii. Indicate whether he/she agrees to participate in the official ESMO Symposium on Immuno-Oncology 2015 Press Programme if the abstract is selected for press coverage by the ESMO Symposium on Immuno-Oncology 2015 organisers, and guarantee that he/she is not subject to any restrictions by the institute he/she belongs to.
- xiii. Indicate whether the abstract is submitted in association with an application for a travel grant.
- xiv. Be the presenter and contact person for all correspondence concerning the abstract and to keep co-authors duly informed about its status. The first author may nominate a co-author to present an accepted abstract at the ESMO Symposium on Immuno-Oncology 2015 and or during the official Press Programme provided that the name of the replacement is submitted by E-mail to the organisers c/o the ESMO Congress Department (programme@esmo.org / ESMO Press Office media@esmo.org) within 24 hours of outcome notification.

5. Withdrawal of abstracts

During the abstract submission process authors must indicate whether, in the event that the abstract is not selected for presentation during ESMO Symposium on Immuno-Oncology 2015 (Poster Discussion or Poster presentation), it is to be withdrawn from publication in the Abstract Book. If the abstract consequently is not selected for presentation during the Symposium and the author has selected this option, the abstract will be withdrawn from publication in the Abstract Book **without further recourse to the author**.

If the first author wishes to withdraw his/her abstract from ESMO Symposium on Immuno-Oncology 2015 after outcome notifications have been made available, he/she must submit a written request within 24 hours to the organisers c/o programme@esmo.org. Any abstract withdrawal requests made after 24 hours cannot be assured of removal from the ESMO Symposium on Immuno-Oncology 2015 Abstract Book.

6. No-show policy

The abstract's **first author** (= presenter) 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 Symposium on Immuno-Oncology.

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 Symposium on Immuno-Oncology 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 Symposium on Immuno-Oncology 2015 Scientific Committee for consideration.
- Abstracts should adequately describe research objectives and results. Each abstract should contain an introductory sentence indicating the purpose of the study, a brief description of pertinent methodological procedures, a summary of the new, unpublished results data and a statement of 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 Symposium on Immuno-Oncology 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 are not permitted. One brief and clear table is accepted.
- The maximum number of authors allowed per abstract is limited to 10 (ten). Mailing addresses, academic degrees and professional positions such as Medical Director, CEO, CMO must NOT be mentioned.
- Authors must select the submission category of their abstract, however, the ESMO Symposium on Immuno-Oncology 2015 Scientific Committee reserves the right to re-categorise abstracts without further recourse to the authors.
- Authors must select their preferred choice of presentation: Poster Discussion or Poster presentation; however, the decision of the ESMO Symposium on Immuno-Oncology 2015 Scientific Committee will be final.
- Each abstract must be accompanied by a minimum of one and maximum of four keywords. The ESMO Symposium on Immuno-Oncology 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 Symposium on Immuno-Oncology 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 Symposium on Immuno-Oncology 2015 Scientific Committee.
- The first author (= presenter) must indicate if the abstract is submitted in association with an application for a travel grant.
- Abstracts on case reports will be rejected.

Presentation and publication of accepted abstracts

The ESMO Symposium on Immuno-Oncology 2015 Scientific Committee will select abstracts for presentation during the Symposium and determine the format of the presentations from the following possibilities:

- **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** – An important method for communicating details of scientific research, posters will be on display for the duration of the Symposium.

All accepted abstracts will be published in the ESMO Symposium on Immuno-Oncology 2015 Abstract Book.

Detailed instructions for the preparation of visual presentations and posters will be made available on the ESMO website at the end of August 2015 along with scheduling notices.

Publication schedule of accepted abstracts

1. Abstracts accepted for poster presentation during ESMO Symposium on Immuno-Oncology 2015 and for publication in the Symposium Abstract Book, will be published online on the ESMO website on Thursday 13 November 2015.
2. Abstracts selected for the official **ESMO Symposium on Immuno-Oncology 2015 Press Programme** will be made public at the beginning of the Symposium.

Abstracts accepted as: <ul style="list-style-type: none">• Poster (suffix 'P')• Abstracts selected for Poster Discussion (suffix 'PD') EXCEPT:	13 November 2015, 12:00 Central European Time
<ul style="list-style-type: none">• Abstracts selected for official ESMO Symposium on Immuno-Oncology Press Programme (additional suffix '_PR')	Beginning of ESMO Symposium on Immuno-Oncology 2015

Trial in progress abstracts

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

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 08 September 2015.
- Abstracts including results or preliminary data will be rejected.

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

Confidentiality policy

Abstracts submitted to ESMO Symposium on Immuno-Oncology 2015 are considered confidential until publicly released in connection with the ESMO Symposium on Immuno-Oncology 2015 meeting. 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 information from the abstract or additional study data are disclosed in advance of public release in connection with ESMO Symposium on Immuno-Oncology 2015, the abstract will no longer be eligible for inclusion in the ESMO Symposium on Immuno-Oncology 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 from the time the abstract is submitted to ESMO Symposium on Immuno-Oncology 2015 until public release in connection with ESMO Symposium on Immuno-Oncology 2015.

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 Symposium on Immuno-Oncology 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 ESMO Symposium on Immuno-Oncology 2015, and particularly if the abstract has been tentatively included in the official ESMO Symposium on Immuno-Oncology 2015 Press Programme, the company is required to get in contact with the ESMO Press Office in advance of the release to notify that a press release regarding an abstract included in the official ESMO Symposium on Immuno-Oncology 2015 Press Programme will have to be issued in accordance to SEC regulations.

The ESMO Symposium on Immuno-Oncology 2015 organisers recommend that the company's press release adheres to the Qualitative Sample Press Release (provided by the ESMO Press Office) 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 to, and will be presented at, ESMO Symposium on Immuno-Oncology 2015 in an official programme session.

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 Symposium on Immuno-Oncology 2015 Press Programme.

If the press release includes significantly more information than the ESMO Symposium on Immuno-Oncology's recommendations, the abstract's placement in ESMO Symposium on Immuno-Oncology 2015 is subject to change and can be withdrawn from the official ESMO Symposium on Immuno-Oncology 2015 Press Programme.

Travel grants

A restricted number of travel grants to ESMO Symposium on Immuno-Oncology 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 Symposium on Immuno-Oncology 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 08 September 2015:

1. A letter of introduction by the applicant. Please include the following general information:
 - How relevant are the topics presented during this Symposium 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 Symposium 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 Symposium?
 - 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.

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

Travel grant recipients must submit a report detailing the benefits of participating in the ESMO Symposium on Immuno-Oncology 2015 by 22 December 2015.

Incomplete applications will not be considered.