Call for abstracts

ESMO 2016, Copenhagen, Denmark, 7 – 11 October 2016

Abstract submission deadline
11 May 2016, 21:00hrs CEST

(CEST = Central European Summer Time / Local Swiss time)

Late-breaking abstract deadline
23 August 2016, 21:00hrs CEST

(CEST = Central European Summer Time / Local Swiss time)

Submission methods and deadlines

All abstracts for the ESMO 2016, including preliminary versions of those intended for late-breaking abstract status, must be submitted by the deadline of **21:00hrs** Central European Summer Time (local Swiss time) on **Wednesday, 11 May 2016.**

The deadline for the submission of finalised late-breaking abstracts is **21:00hrs** Central European Summer Time (local Swiss time) on **Wednesday, 23 August 2016.**

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

Submission regulations

1. By submitting an abstract intended for presentation at the ESMO 2016 Congress, **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 2016.

Abstracts containing **updated data** with respect to a previous presentation may, however, be submitted to ESMO 2016. 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 2016 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.

Encore abstracts will NOT be accepted.

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 **30 April 2016** 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 2016 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 2016 Press programme.

5. Be the contact person for all correspondence concerning the abstract and to keep co-authors duly informed about its status.

6. Present his/her abstract in the official ESMO 2016 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 2016 Scientific Committee reserves the right to require a co-author to present one of the two.

7. 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 2016 programme.

8. Indicate whether he/she agrees to participate in the official ESMO Press 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 Press 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.

9. Declare the name of the legal entity responsible for the governance, coordination and running of the study.

10. 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.

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 such as employment.

12. Indicate where applicable the number of the trial protocol (NIH or European equivalent) and the 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 2016 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 2016 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 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 2016 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 2016 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 2016 Scientific Committee reserves the right to substitute commercial names with generic names where necessary without further recourse to the authors.

- The names of the legal entitiy responsible for the governance, coordination and running of the study detailed in the abstract and the name of the organisation(s) providing funding must be added in points 3.9 and 3.10 respectively in the Regulations section. 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 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 etc. must NOT be mentioned.

- Authors must select the appropriate abstract submission category, however, the ESMO 2016 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 2016 Scientific Committee will be final.

- Each abstract must be accompanied by a minimum of one and maximum of four keywords. The ESMO 2016 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 2016 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 2016 Scientific Committee.

- Abstracts on case reports will be rejected.

Presentation and publication of abstracts accepted for the ESMO 2016 Congress

The ESMO 2016 Scientific Committee will select abstracts for presentation during the Congress based on the following possibilities:

- **Presidential Symposium** – Oral presentations by authors of the very best submitted abstracts containing cutting-edge and significant clinical practice-changing studies, followed by expert discussion and perspectives.

- **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 2016 Abstract Book.

Detailed instructions for the preparation of visual presentations and posters will be made available on the ESMO Web site in August 2016 along with scheduling notices.

Publication schedule for accepted abstracts

1. Abstracts accepted for presentation at ESMO 2016 as Poster Discussion and Poster will be published online on the ESMO website at 12:00 CEST (local Swiss time) on **Wednesday, 28 September 2016.**

2. Abstracts accepted for presentation at ESMO 2016 as Proffered Paper (oral presentation) will be published online on the ESMO website at 12:00 CEST (local Swiss time) on **Wednesday, 05 October 2016.**

3. **Late-breaking abstracts** will be made public at 08:15 CEST (local Swiss time) on the day of the official Congress session during which they are presented.

4. Abstracts selected for the official **ESMO Press Programme** will be made public at the beginning of the official Press Conference during which they are presented at 08:15 or 12:30 CEST (local Swiss time).

Ie.

Abstracts accepted as: • Poster Discussion (suffix 'PD') • Poster (suffix 'P')	**28 September 2016** 12:00 CEST (local Swiss time)
Abstracts accepted as: • Proffered Paper (suffix 'O')	**05 October 2016** 12:00 CEST (local Swiss time)
Late-breaking abstracts (prefix 'LBA')	08:15 CEST (local Swiss time) On the day of the official Congress session during which they are presented
Abstracts selected for official ESMO Press Programme (additional suffix '_PR')	Beginning of the official ESMO Press Conference during which they are presented. 08:15 or 12:30 CEST (local Swiss time)

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 2016.

Only abstracts for which **no conclusive data are available at the time of the abstract submission deadline of 11 May 2016** will be considered for late-breaking status.

The final late-breaking abstract deadline of 23 August 2016 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 11 May 2016 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 2016 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 23 August 2016.

- All late-breaking abstract submissions must follow the standard submission regulations and instructions as outlined above.

- The ESMO 2016 Scientific Committee will re-consider the final abstract to determine whether it will be accepted as a late-breaking abstract for ESMO 2016. 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 in a Presidential Symposium.
    - **Accepted for Poster Discussion:** Presentation during a Poster Discussion session
    - **Rejected:** Late-breaking submitted abstracts that do not meet the criteria for oral or poster discussion presentation will not be accepted and will not be published.

- The presenters of accepted late-breaking abstracts will receive notification and further instructions by mid-September 2016.

- 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 <u>online only</u> in the ESMO 2016 Abstract Book, a supplement to the official ESMO journal *Annals of Oncology.*

Trial in progress abstracts

Trial in Progress (TiP) abstracts in all phases of clinical research (phases I to III) may be submitted to ESMO 2016.

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 11 May 2016.
- Abstracts including results or preliminary data will be rejected.
- Encore TiP abstracts will NOT be accepted

Abstracts will be reviewed by the ESMO 2016 Scientific Committee and considered on the merits of the scientific and clinical rationale of the trial.

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

Confidentiality policy

Abstracts submitted to ESMO 2016 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 2016, the abstract will no longer be eligible for inclusion in the ESMO 2016 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 2016 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 2016 Programme provided that the company submits to ESMO Congress Dept (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 Congress, and particularly if the abstract has been tentatively included in the official ESMO 2016 Press 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 2016 Press 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 2016 Congress.

Confidentiality policy, cont.

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 Press 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 Press Programme.

ESMO holds copyright of all abstracts accepted for the ESMO 2016 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 2016 Congress programme and/or publication in the Congress Abstract Book.

Travel grants

A restricted number of travel grants to ESMO 2016 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 2016 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 11 May 2016:

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 2016 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 2016 by 11 November 2016.

Incomplete applications will not be considered.