



Abstract submission regulations and instructions

Abstract submission deadline:
Tuesday, 9 January 2024
21:00hrs CET (Central European Time)

Submission methods and deadlines

All abstracts for the ESMO Sarcoma and Rare Cancers Congress 2024 must be submitted by the deadline of **21:00 CET** (Central European Time) on **Tuesday, 9 January 2024**.

Abstract submission is free of charge and must be completed online only via the ESMO Sarcoma and Rare Cancers 2024 website.

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

Submission categories

- Central Nervous System (CNS)
- Digestive cancers
- Genitourinary cancers
- Gynaecological cancers
- Head and neck cancers
- Neuroendocrine and Endocrine cancers
- Public Policy and Patient Advocacy
- Research methodology
- Sarcoma
- Skin cancers and Melanomas
- Thoracic cancers
- Miscellaneous

Submission regulations and instructions

1. By submitting an abstract intended for presentation at ESMO Sarcoma and Rare Cancers 2024, **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 Sarcoma and Rare Cancers 2024.

Encore abstracts will **NOT** be accepted. However, abstracts containing **updated data** with respect to a previous presentation may be submitted to ESMO Sarcoma and Rare Cancers 2024. 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 abstract submission number, title and first author, to the ESMO Scientific Programmes Department by e-mail at programme@esmo.org. Except for exceptional circumstances, abstracts containing previously published material will be rejected.

2. Abstracts submitted after the deadline or containing infractions of the following rules will be rejected and returned without consideration by the ESMO Sarcoma and Rare Cancers 2024 Scientific Committee.

Submission regulations and instructions, cont.

3. The first author (= presenter) may, 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.

ESMO membership must be active seven (7) days prior to the abstract submission deadline. Please visit [esmo.org](https://www.esmo.org) to check eligibility criteria and benefits, and to complete the Membership application.

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

- 4.1. 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 Sarcoma and Rare Cancers 2024 Abstract book in printed and/or electronic format, as well as published online on the ESMO and publisher websites.
- 4.2. Warrant that he/she is an investigator with a substantial involvement in the study presented in the abstract.
- 4.3. Accept responsibility for the accuracy and confidentiality (see corresponding paragraph) of the submitted abstract.
- 4.4. 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 communication activities.
- 4.5. Make all reasonable efforts to ensure the anonymity of any patient discussed in the abstracts.
- 4.6. Be the contact person for all correspondence concerning the abstract and to keep co-authors duly informed about its status.
- 4.7. Present his/her abstract in the official ESMO Sarcoma and Rare Cancers 2024 programme if 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 he/she is a **listed co-author independent from the sponsor (unless for data generated as mentioned in point 9 below)**. The name of the replacement must be submitted by email to the ESMO Scientific Programmes Department (programme@esmo.org) within thirty-six (36) hours of outcome notification. No shared first-authorship is possible: Each abstract can have one presenter only.
- 4.8. The maximum number of abstract presentations throughout the ESMO Sarcoma and Rare Cancers 2024 by the same first and presenting author is two (2), with options as follows:
 - 1 Proffered Paper (oral) plus 1 Mini Oral
 - 1 Proffered Paper (oral) plus 1 Poster
 - 2 Mini Orals
 - 1 Mini Oral plus 1 Poster
 - 2 Posters

Any 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 4.9 below)**.

- 4.9. An author employed by the abstract sponsor or by a company (including pharmaceutical, diagnostic, data or AI companies) cannot act as the presenter or corresponding author of any work related to clinical or translational data, defined as data/parameters captured in interventional clinical studies (phase I-IV) and observational or real-world data series, involving patients. The presenter must be an independent, practising physician or independent investigator listed in the abstract author string. Authors employed by the sponsor or a company are allowed to present preclinical data. When the presenting investigator represents an independent entity contracted by the sponsor, this should be disclosed in the abstract submission process.
- 4.10. Certify that the study reported in the abstract will not be presented as such during ESMO Sarcoma and Rare Cancers 2024 at any industry-related satellite symposia prior to its presentation during the official ESMO Sarcoma and Rare Cancers 2024 official programme.
- 4.11. Indicate whether he/she agrees to participate in the official ESMO communication 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.
- 4.12. The first author must further confirm his/her presence at the official ESMO communication activities if selected; however, he/she may nominate a co-author to participate in the ESMO communication 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) within thirty-six (36) hours of invitation acceptance and must confirm their attendance at the ESMO communication activities.



Submission regulations and instructions, cont.

- 4.13. Declare the name of the legal entity responsible for the governance, coordination and running of the study.
 - 4.14. 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.
 - 4.15. 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. Should no valid disclosure statement be provided at submission, or in the case of statements exceeding the regulation length not be advised by the submission date to programme@esmo.org, the author(s) in question may, at the discretion of the ESMO Sarcoma and Rare Cancers 2024 Scientific Committee, be removed from the author string without further recourse to the authors.
 - 4.16. 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 communication 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 4.9 above**).
 - 4.17. Indicate where applicable the number of the trial protocol (NIH or European equivalent) and the release date (when it was obtained).
 - 4.18. 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.
 - 4.19. Indicate whether the abstract is submitted in association with an application for an ESMO Merit Travel Grant.
 - 4.20. 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.** If the first author wishes to **withdraw** his/her abstract from ESMO Sarcoma and Rare Cancers 2024 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 Sarcoma and Rare Cancers 2024 Abstract Book.
- 6.** Minor **corrections** to the body of accepted abstracts may be possible if advised in writing to the ESMO Scientific Programmes Department at programme@esmo.org by **Thursday, 25 January 2024**. After this date, 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 are proved to have a relevant and negative impact on the treatment of patients and/or the future of any related research.
For changes related to the author string please see point 18 below.
- 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 two (2) ESMO Sarcoma and Rare Cancers congresses.
8. 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 Sarcoma and Rare Cancers 2024 Scientific Committee.
9. 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 Sarcoma and Rare Cancers 2024 Scientific Committee for consideration.
10. Abstracts, with the exception of Trial in Progress (see p.5), should be structured in such a way as to include the following four (4) sections:
1. Background: A short introduction indicating the rationale of the study
 2. Methods: A brief description of pertinent methodological procedures
 3. Results: A summary of the results of the research
 4. Conclusions: A statement of the main conclusions



Submission instructions and instructions, cont.

11. 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 Sarcoma and Rare Cancers 2024 Scientific Committee reserves the right to correct the title format without further recourse to the authors.

12. 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 Sarcoma and Rare Cancers 2024 Scientific Committee reserves the right to substitute commercial names with generic names where necessary without further recourse to the authors.

13. Names of cooperative study groups should appear in the title, as they will not be reported in the author index.

14. Abbreviations may be used in the title and text of abstracts if they are defined. Terms must be spelt out in full at their first mention and followed with the abbreviation in parentheses. Particular care should be taken to identify complex chemotherapeutic regimens.

15. 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 but not the author names and institutions.

16. 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.

17. 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.

18. The names of all listed authors will be published in the order provided during submission. In exceptional cases, a maximum of one (1) new co-author, or, if strictly necessary, two (2) new co-authors may be added to the original author string, as long as they are accompanied by full "Declaration of Interests" statements. Changes may be requested in writing to the ESMO Scientific Programmes Department (programme@esmo.org) by **Thursday, 25 January 2024**. Any requests for changes to the author string made after this time will not be included in the ESMO Sarcoma and Rare Cancers 2024 Abstract Book or online programme. Once the abstract has been published, no corrigenda will be possible.

19. Authors must select the appropriate abstract submission category, however, the ESMO Sarcoma and Rare Cancers 2024 Scientific Committee reserves the right to re-categorise abstracts without further recourse to the authors.

20. Authors must select their preferred choice of presentation: Proffered Paper, Mini Oral or Poster; however, the decision of the ESMO Sarcoma and Rare Cancers 2024 Scientific Committee will be final.

21. 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 Sarcoma and Rare Cancers 2024 Scientific Committee reserves the right to reject abstracts which are presented in poor English or to request an immediate revision by the first author.

22. Supplementary data such as manuscripts will not be accepted or forwarded to the ESMO Sarcoma and Rare Cancers 2024 Scientific Committee.

23. Case reports on individual patients will not be accepted; however, abstracts on a **case series** may be submitted under the following conditions:

- The number of patients per case is equal to or greater than ten (10);
- Case series will be considered for Poster outcome only;
- Case series will not be considered for an ESMO Merit travel grant.

Presentation and publication of accepted abstracts

The ESMO Sarcoma and Rare Cancers 2024 Scientific Committee will select abstracts for presentation during the Congress and determine the format of the presentations from 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 session for review, discussion and questions. Presenting authors must be available for Q&A to represent their work during Poster display session.



All accepted abstracts will be published online in the ESMO Sarcoma and Rare Cancers 2024 Abstract Book, a supplement to [ESMO Open](#).

Detailed instructions for the preparation of visual presentations and posters will be made available on the ESMO Sarcoma and Rare Cancers 2024 website by mid-February along with scheduling notices.

Publication schedule of accepted abstracts

Abstracts accepted for presentation during the ESMO Sarcoma and Rare Cancers 2024 Congress will be released online according to a schedule which will be available on the [ESMO website](#).

Trial in Progress abstracts

Trial in Progress (TiP) abstracts in all phases of clinical research (phases I to III) may be submitted to ESMO Sarcoma and Rare Cancers 2024.

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 9 January 2023.
- Abstracts including results or preliminary data will be rejected.
- Trial in Progress abstracts will be considered for Poster outcome only.
- [Encore](#) TiP abstracts will be [rejected](#).

Trial in Progress (TiP) abstracts will be reviewed by the ESMO Sarcoma and Rare Cancers 2024 Scientific Committee and considered on the merits of the scientific and clinical rationale of the trial.

Embargo and confidentiality policy

Data and information included in the accepted abstracts are under embargo until the relevant embargo release date cited in the “Publication schedule for accepted abstracts”.

Data and information beyond what is included in all accepted abstracts, for example full data sets, may only be made public at the start of the official programme session during which the study is presented.

Abstracts accepted for presentation at the ESMO Sarcoma and Rare Cancers Congress 2024 must be considered confidential by the author, co-authors, institute(s), research sponsor(s) and ESMO until publicly released in connection with the ESMO Sarcoma and Rare Cancers Congress 2024.

In the event that any relevant party, including but not limited to, author, co-authors, institute(s), research sponsor(s), plans to issue a press release prior to presentation at the ESMO Sarcoma and Rare Cancers Congress 2024, ESMO requests that it adheres to the [Qualitative Sample Press Release](#) format by summarising abstract data in a qualitative rather than quantitative way, and avoiding interpretations about the implications of the data for clinical practice.

The relevant party is to submit to ESMO (programme@esmo.org, cc: media@esmo.org) written notification of the intention to issue a press release in advance of the release itself.

A note stating that full data has been submitted for presentation at the ESMO Sarcoma and Rare Cancers Congress 2024 should be added in the press release.

ESMO is available to provide guidance and feedback for the qualitative press release.

If the press release includes significantly more information than ESMO’s recommendations, the abstract’s placement in the ESMO Sarcoma and Rare Cancers Congress 2024 is subject to change.

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.



Copyright

ESMO holds copyright of all abstracts accepted for the ESMO Sarcoma and Rare Cancers Congress 2024 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 Sarcoma and Rare Cancers Congress 2024 programme and/or publication in the Congress Abstract Book.

The submission of abstracts accepted for ESMO Sarcoma and Rare Cancers Congress 2024 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.

Commercial data mining of the ESMO Sarcoma and Rare Cancers Congress 2024 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.

ESMO Merit Travel Grant

A restricted number of Merit Travel Grants to the ESMO Sarcoma and Rare Cancers Congress 2024 are available, upon application, to first author (= presenter) who submit abstracts considered to be deserving of recognition. Candidates must be ESMO Member under the age of 40. Selection will be made by the ESMO Sarcoma and Rare Cancers 2024 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. A link will be provided in the submission confirmation. 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 recipients with a fixed-amount monetary subsidy towards travel and accommodation costs. Complementary registration to the Congress will be offered by ESMO.

Incomplete applications will not be considered.

Merit Travel Grant recipients must submit a report detailing the benefits of participating in the ESMO Sarcoma and Rare Cancers Congress 2024 by 16 April 2024 to programme@esmo.org

