

# 7<sup>th</sup> European Lung Cancer Conference (ELCC) 5 – 8 May 2017, Geneva, Switzerland

## Abstract submission regulations and instructions

---

**Abstract submission deadline**  
**25 January 2017**

**Late-breaking abstract deadline**  
**5 April 2017**

---

### Submission methods and deadlines

All abstracts for the 7<sup>th</sup> European Lung Cancer Conference (ELCC) 2017, including preliminary versions of those intended for late-breaking abstract status, must be submitted by the deadline of **23:59** Swiss local time on **Wednesday, 25 January 2017**.

The deadline for the submission of finalised late-breaking abstracts is **23:59** Swiss local time on **Wednesday, 5 April 2017**.

Abstract submission is free of charge and must be completed online only via the ELCC 2017 Web site, [www.elcc2017.org](http://www.elcc2017.org)

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

### Submission categories

- Tumour biology and pathology
- Prevention, Early detection, Epidemiology, Tobacco control
- Translational research
- Imaging and staging
- SCLC
- Early stage NSCLC
- Locally advanced NSCLC
- Advanced NSCLC
- Metastases to and from the lung
- Mesothelioma
- Miscellaneous

# Submission regulations

1. By submitting an abstract intended for presentation at the 7<sup>th</sup> European Lung Cancer Conference (ELCC) 2017, **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 ELCC 2017 has been reworded and/or updated.

2. Abstracts submitted after the deadline or containing infractions of the following rules will be rejected and returned without consideration by the ELCC 2017 Scientific Committee.

3. The first author may, but does not need to be, an ESMO or IASLC 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 the International Association for the Study of Lung Cancer (IASLC), jointly “the ELCC 2017 organisers” and give full permission for the abstract, if accepted, to be published in the ELCC 2017 Abstract book in electronic format, as well as published online on the ESMO, IASLC and publisher 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 ELCC 2017 Press Programme.

iv. Accept responsibility for the accuracy and confidentiality (see corresponding paragraph) 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 the name of the legal entity responsible for the governance, coordination and running of the study.

viii. 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.

ix. 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.

x. 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.

xi. Certify that the study reported in the abstract will not be presented as such during the Conference at any industry-related Satellite symposia prior to its presentation during the official ELCC 2017 programme.

xii. Present his/her abstract if it is selected for presentation at ELCC 2017 as Proffered Paper (oral presentation), Poster Discussion or Poster.

xiii. Indicate whether he/she agrees to participate in the official ELCC 2017 Press Programme if the abstract is selected for press coverage by the organisers, and guarantee that he/she is not subject to any restrictions by the institute he/she belongs to.

xiv. Indicate whether the abstract is submitted in association with an application for a travel grant.

xv. 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 ELCC 2017 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 Programme Department ([programme@esmo.org](mailto:programme@esmo.org)) / ESMO Press Office ([media@esmo.org](mailto:media@esmo.org)) within twenty-four (24) hours of outcome notification.

# Submission regulations, cont.

## 5. Withdrawal of abstracts

If the first author wishes to withdraw his/her abstract from the ELCC 2017 after outcome notifications (Proffered Paper (oral presentation), Poster Discussion or Poster) have been made available, he/she must submit a written request within twenty-four (24) hours to the organisers c/o [programme@esmo.org](mailto:programme@esmo.org). Any abstract withdrawal requests made after 24 hours cannot be assured of removal from the ELCC 2017 Abstract Book.

## 6. 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 European Lung Cancer Conference. The name of the first and presenting author will also be forwarded to the programme committee of each of the organising societies.

## 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 ELCC 2017 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 ELCC 2017 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 ELCC 2017 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 ten (10). 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 ELCC 2017 Scientific Committee reserves the right to re-categorise abstracts without further recourse to the authors.

## Submission instructions, cont.

- Authors must select their preferred choice of presentation: Proffered Paper, Poster Discussion or Poster; however, the decision of the ELCC 2017 Scientific Committee will be final.
- Each abstract must be accompanied by a minimum of one and maximum of four keywords. The ELCC 2017 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 ELCC 2017 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 ELCC 2017 Scientific Committee.
- Abstracts on case reports will be rejected.

## Presentation and publication of accepted abstracts

The ELCC 2017 Scientific Committee will select abstracts for presentation during the Conference and determine the format of the presentations from the following possibilities:

- Proffered Paper (oral presentation) – 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 – An important method for communicating details of scientific research, posters will be on display for the duration of the Conference.

All accepted abstracts will be published online in the ELCC 2017 Abstract Book.

Detailed instructions for the preparation of visual presentations and posters will be made available on the ELCC Web site [www.elcc2017.org](http://www.elcc2017.org) along with scheduling notices.

## Publication schedule of accepted abstracts

1. Abstracts accepted for presentation during ELCC 2017 (Proffered Paper, Poster Discussion and Poster) and for publication in the ELCC 2017 Abstract Book, will be published online on the ELCC 2017 Web site on **Wednesday, 26 April 2017.**
2. **Late-breaking abstracts** and abstracts selected for the official **ELCC 2017 Press Programme** will be made public at the beginning of the press conference or scientific session during which they are presented, whichever comes first.

Abstracts accepted as: <ul style="list-style-type: none"><li>• Proffered Paper (suffix 'O')</li><li>• Poster Discussion (suffix 'PD')</li><li>• Poster (suffix 'P')</li></ul> <b>EXCEPT:</b>	26 April 2017 12:00 Central European Summer Time (CEST)
Late-breaking abstracts (prefix 'LBA') and abstracts selected for the official ELCC 2017 Press Programme (additional suffix '_PR')	Beginning of the official ELCC 2017 Press Conference or the official Conference session during which they are presented, whichever comes first

# 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 organisation prior to ELCC 2017.

Only abstracts for which **no conclusive data are available at the time of the abstract submission deadline of 25 January 2017** will be considered for late-breaking status.

The final late-breaking abstract deadline of **5 April 2017** 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 type of data that will be available by the late-breaking abstract deadline must be submitted online by **25 January 2017** 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, methods 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 ELCC 2017 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 **5 April 2017**.
- All late-breaking abstract submissions must follow the standard submission regulations and instructions as outlined above.
- The ELCC 2017 Scientific Committee will re-consider the final abstract to determine whether it will be accepted as a late-breaking abstract for ELCC 2017. A decision will be made between the following three options:
  - **Accepted for Oral presentation** during 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 either 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-April 2017.
- 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 ELCC 2017 Abstract Book, as a supplement of 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 ELCC 2017.

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 25 January 2017.
- Abstracts including results or preliminary data will be rejected.
- Authors of 'encore' TiP abstract submissions 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).

Abstracts will be reviewed by the ELCC 2017 Scientific Committee and considered on the merits of the scientific and clinical rationale of the trial.

Trial in Progress abstracts will be accepted for Poster outcome only.

## Confidentiality policy

Abstracts submitted to ELCC 2017 are considered confidential until publicly released in connection with the ELCC 2017 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 ELCC 2017, the abstract will no longer be eligible for inclusion in the ELCC 2017 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 ELCC 2017 until public release in connection with ELCC 2017.

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 ELCC 2017 programme provided that the company submits to the ELCC 2017 organisers c/o the ESMO Programme 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 ELCC 2017, and particularly if the abstract has been tentatively included in the official ELCC 2017 Press Programme, the company is required to get in contact with the ELCC 2017 Press Office c/o the ESMO Press Office in advance of the release to notify that a press release regarding an abstract included in the official ELCC 2017 Press Programme ([media@esmo.org](mailto:media@esmo.org)) will have to be issued in accordance to SEC regulations.

## Confidentiality policy, cont.

The ELCC 2017 organisers recommend that the company's press release adheres to the Qualitative Sample Press Release (provided by the ELCC 2017 Press Office c/o 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, ELCC 2017 in an official programme session

The ELCC 2017 Press Office c/o 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 ELCC 2017 Press Programme.

If the press release includes significantly more information than the ELCC's recommendations, the abstract's placement in ELCC 2017 is subject to change and can be withdrawn from the official ELCC 2017 Press Programme.

## Travel grants

A restricted number of travel grants to ELCC 2017 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 ELCC 2017 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 ELCC Secretariat c/o the ESMO Congress Department on or before 25 January 2017:

1. A letter of introduction by the applicant. Please include the following general information:
  - How relevant are the topics presented during this Conference 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 Conference 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 Conference?
  - 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 [elcc@esmo.org](mailto:elcc@esmo.org), or, if strictly necessary, by fax to +41 91 973 1918.

The ELCC 2017 organisers will provide the recipients with a subsidised travel ticket, subsidised accommodation and Conference registration.

Travel grant recipients must submit a report detailing the benefits of participating in ELCC 2017 by 8 June 2017.

**Incomplete applications will not be considered.**