

# Abstract submission regulations and instructions

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**Abstract submission deadline:**

**Monday, 28 March 2022**

**12:00hrs CEST (Central European Summer Time)**

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## Submission methods and deadlines

All abstracts for the ESMO Gynaecological Cancers Congress 2022 ("ESMO Gynae 2022") must be submitted by the deadline of **12:00hrs Central European Summer Time (CEST)** on **Monday, 28 March 2022**

Abstract submission is free of charge and must be completed online only via the [ESMO Gynae 2022 website](#) ("Abstracts" section). Abstracts submitted by e-mail, post or fax will **NOT** be accepted.

## Submission categories

- Cervical cancer
- Endometrial cancer
- Ovarian cancer
- Basic and translational research
- Miscellaneous

## Submission regulations

**Abstracts submitted after the deadline or containing infractions of the following rules will be rejected and returned without consideration by the ESMO Gynae 2022 Scientific Committee.**

1. By submitting an abstract intended for presentation at the ESMO Gynaecological Cancers Congress 2022, **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 the ESMO Gynaecological Cancers Congress 2022.

Abstracts containing **updated data** with respect to a previous presentation may, however, be submitted to the ESMO Gynaecological Cancers Congress 2022. 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 ESMO Gynae 2022 abstract submission ID, title and first author, to the ESMO Scientific Programmes Department by e-mail at [programme@esmo.org](mailto:programme@esmo.org). Except for unusual circumstances, abstracts containing previously published material will be rejected.

**Encore abstracts will NOT be accepted.**

## Submission regulations, cont.

2. The first author 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. New applications for ESMO membership must be completed online by **Tuesday, 8 March 2022** via <https://www.esmo.org/Membership/Join-ESMO> in order to qualify for membership benefits.

**3. With the submission of an abstract, and on behalf of him/herself, 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 Gynaecological Cancers Congress 2022 Abstract Book in printed and/or electronic format, as well as published online on the ESMO and the 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 Gynae 2022 PR programme.
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 Gynae 2022 programme if it is selected for presentation as Oral presentation 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 is 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. No shared first-authorship is possible: each abstract can have one presenter only.
8. The maximum number of abstract presentations throughout the ESMO Gynaecological Cancers Congress 2022 by the same first and presenting author is TWO, with options as follows:
  - Either **one** Oral presentation plus **one** Poster presentation
  - Or **two** Poster presentations

Any additional Oral presentation 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. 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 observational or interventional clinical studies, registries and real-world databases. This restriction also applies to literature-based systematic reviews or meta-analysis of clinical data. The presenter must be an independent, practicing physician or independent investigator listed in the abstract author string.
10. An author employed by a company submitting clinical or translational research data generated by the same company is not allowed to present the data. The presenter must be an independent, practicing physician or independent investigator listed in the abstract author-string.
11. Employees of pharmaceutical, diagnostic or artificial intelligence companies may submit and present data generated in in-vitro and preclinical research, excluding: translational research, gene expression sets from databases of clinical data series and artificial intelligence-enabled analyses or products from clinical data series. The latter 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 the ESMO Gynaecological Cancers Congress 2022 at any industry-related Satellite symposia (if scheduled) prior to its presentation during the official ESMO Gynae 2022 programme.
13. Indicate whether he/she agrees to participate in the official ESMO Gynae 2022 PR 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 or by the scientific journals he/she may have submitted his/her research to.

## Submission regulations, cont.

14. The first author must further confirm his/her presence at the official ESMO Gynae 2022 Press conference if selected; however, he/she may nominate a co-author to participate in the ESMO Gynae 2022 PR programme 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 ([media@esmo.org](mailto:media@esmo.org)) within thirty-six (36) hours of PR programme invitation acceptance and must confirm their attendance at the ESMO Gynae 2022 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 company or any other organisation. Should no valid disclosure statement be provided at submission, authors may, at the discretion of the ESMO Gynae 2022 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 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 Gynae 2022 PR programme), 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 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.

### 4. Withdrawal of abstracts

If the first author wishes to withdraw his/her abstract from the ESMO Gynaecological Cancers Congress 2022 after outcome notifications have been made available, he/she must submit a written request **within thirty-six (36) hours** to the ESMO Scientific Programmes Department ([programme@esmo.org](mailto:programme@esmo.org)). Any abstract withdrawal requests made after 36 hours cannot be assured of removal from the ESMO Gynae 2022 Abstract Book.

### 5. 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 **Monday, 18 April 2022**. **No changes will be possible at all after this date** 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.

### 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 ESMO Gynaecological Cancers Congress. The name of the first and presenting author will also be forwarded to the programme committee.

# 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 Gynae 2022 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 Gynae 2022 Scientific Committee for consideration.
- Abstracts, with the exception of Trial in Progress (TiP abstracts, see below), 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. The ESMO Gynae 2022 Scientific Committee reserves the right to correct the title format without further recourse to the authors. Abstract title counts towards the overall character limit of 2,000.
- 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 Gynae 2022 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.
- 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. 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 **Monday, 18 April 2022** to the ESMO Scientific Programmes Department ([programme@esmo.org](mailto:programme@esmo.org)). Any requests for changes to the author string made after this date cannot be guaranteed inclusion in the ESMO Gynae 2022 Abstract Book or the online programme.
- Authors must select the appropriate abstract submission category, however, the ESMO Gynae 2022 Scientific Committee reserves the right to re-categorise abstracts without further recourse to the authors.
- Authors must select their preferred choice of presentation: Oral presentation or Poster; however, the decision of the ESMO Gynae 2022 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 Gynae 2022 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 Gynae 2022 Scientific Committee.
- **Abstracts on case reports will be rejected.**

## Presentation of accepted abstracts

The ESMO Gynae 2022 Scientific Committee will select abstracts for presentation during the Congress and determine the format of the presentations from the following possibilities:

- **Oral:** Presentation of original data of superior quality, followed by expert discussion and perspectives.
- **Poster:** Display session for review, discussion and questions. The presenting authors must be available for Q&A to represent their work.

All accepted abstracts will be published online in the ESMO Gynae 2022 Abstract Book, a supplement to the official ESMO journal, *Annals of Oncology*.

Detailed instructions for the preparation of visual presentations and posters will be made available on the ESMO Gynae 2022 website ("Information for Presenters" section) along with the scheduling notices ("Programme" section).

## Publication schedule of accepted abstracts

Abstracts accepted for presentation during ESMO Gynae 2022 (Oral and Poster) and for publication in the ESMO Gynae 2022 Abstract Book, will be published online on the ESMO Gynae 2022 website on **Monday, 13 June 2022**.

Abstracts accepted as: <ul style="list-style-type: none"><li>• <b>Oral</b> (suffix 'O')</li><li>• <b>Poster</b> (suffix 'P')</li></ul>	<b>13 June 2022, 00:05 Central European Summer Time (CEST).</b>
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## 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 the accepted abstracts, eg full data sets, may only be made public at the start of the official programme session during which the study is presented.

## Trial in Progress abstracts

Trial in Progress (TiP) abstracts in all phases of clinical research (phases I to III) may be submitted to the ESMO Gynaecological Cancers Congress 2022.

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 **Monday, 28 March 2022**.
- Abstracts including results or preliminary data will be rejected.
- Trial in Progress abstracts will be accepted for Poster outcome only.
- Encore TiP abstracts will NOT be accepted

Abstracts will be reviewed by the ESMO Gynae 2022 Scientific Committee and considered on the merits of the scientific and clinical rationale of the trial.

## Confidentiality policy

Abstracts submitted to the ESMO Gynaecological Cancers Congress 2022 are considered confidential by the organisers, the author, co-authors and research sponsors until publicly released in connection with the ESMO Gynaecological Cancers Congress 2022. 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 Gynae 2022 media list who have agreed to respect the ESMO Gynae 2022 embargo policy.

If details or relevant information from the abstract or additional study data are disclosed in advance of public release in connection with the ESMO Gynaecological Cancers Congress 2022, the abstract will no longer be eligible for inclusion in the ESMO Gynae 2022 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 Gynaecological Cancers Congress 2022.

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 Gynae 2022 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 Gynaecological Cancers Congress 2022, and particularly if the abstract has been tentatively included in the official ESMO Gynae 2022 PR programme, the company is required to get in contact with the ESMO Gynae 2022 Press Office ([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 Gynae 2022 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 the ESMO Gynaecological Cancers Congress 2022.

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 Gynae 2022 PR programme.

If the press release includes significantly more information than the ESMO's recommendations, the abstract's placement in the ESMO Gynaecological Cancers Congress 2022 is subject to change and can be withdrawn from the official ESMO Gynae 2022 PR programme.

## Copyright

ESMO holds copyright of all abstracts accepted for the ESMO Gynaecological Cancers Congress 2022 and therefore abstracts cannot be made public prior to official publication.

ESMO is lifted only if the abstract is not accepted for inclusion in the official ESMO Gynae 2022 programme and/or publication in the Congress Abstract Book.

The submission of abstracts accepted for the ESMO Gynaecological Cancers Congress 2022 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 the ESMO Gynae 2022 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).

# Travel Grants

A limited number of Travel Grants to the ESMO Gynaecological Cancers Congress 2022 are available, upon application, to first authors under the age of 40 (forty) who submit abstracts considered deserving of recognition. Selection will be made by the ESMO Gynae 2022 Scientific Committee on a competitive basis from among the accepted abstracts.

The application for a 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/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 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 the ESMO Gynaecological Cancers Congress 2022 by 18 July 2022.

**Incomplete applications will not be considered.**