



## International Gynecologic Cancer Society 2022 Annual Global Meeting Guidelines for Abstract and Surgical Film Submission

Oral, Poster, and Surgical Film submissions deadline: **Monday, May 9, 2022 at 11:59pm ET (Eastern Time)**

Trials in Progress abstract submissions deadline: **Monday, July 11, 2022 at 11:59pm ET (Eastern Time)**

**\*\*THERE WILL BE NO EXTENSION FOR SUBMISSION DEADLINES. NO SUBMISSIONS WILL BE ACCEPTED AFTER THESE PUBLISHED DATES.**

Abstracts and Surgical Films are selected based on scientific merit, originality, and relevancy to the specialty. Selection occurs through a blinded peer review process.

IGCS is seeking all medical professionals who are a part of the gynecologic and breast cancer care team to submit an abstract. The following is helpful when preparing to submit an abstract:

- Objectives, Methods, Results, and Conclusions must be clearly identified within the submission.
- Submitted abstracts must represent new, unpublished scientific data at the time of presentation.
- It is recommended to use word-processing software (for example, Word) for editing your abstract and counting the number of words.
- Ensure accuracy of your contact information and review the abstract for grammar, spelling, and punctuation prior to submission.
- Abstract information cannot be altered after the submission site is closed. Please save your login and password as you will need them to edit/view in-progress abstracts. Print a copy of your abstract for your records.
- Incomplete abstracts will NOT be considered for presentation.
- Submission of an abstract acknowledges your acceptance for the abstract to be published in the official meeting publications as well as in an online supplement to the *International Journal of Gynecological Cancer*. For any further information related to the Journal, please refer to: <https://ijgc.bmj.com/>
- Authors of accepted abstracts must be registered participants.
- Each person can present a maximum of five (5) abstracts at IGCS 2022.
- Abstracts received after the deadline will not be considered.
- Trials in Progress abstract submissions will be accepted as posters. The clinical trial ID number must be submitted with the abstract.
- Abstracts stating “data will be discussed in the presentation” will NOT be accepted.

- Your abstract is not successfully submitted until you receive a confirmation e-mail after clicking the final submit button. If you do not receive a confirmation e-mail, please contact [igcs\\_abstracts@kenes.com](mailto:igcs_abstracts@kenes.com)
- Please note the submitting author will receive all correspondence about the abstract so we advise that the submitting author details that are entered at the time of submission match those of the accepted presenting author.

## **RULES FOR SUBMISSION**

The Scientific Committee will determine the presentation type of each accepted abstract. The submitting author is required to ensure that all co-authors are aware of the content of the abstract before submission.

Before submitting the abstract, the Abstract Submitter will be required to confirm the following:

- I confirm that I previewed this abstract and that all information is correct. I accept that the content of this abstract cannot be modified or corrected in any way after final submission, and I am aware that it will be published exactly as submitted.
- I confirm that this abstract has not been previously presented or published in any other forum as of the present date unless the data has been updated since the date of the last presentation/publication.
- Submission of the abstract constitutes my consent to publication (e.g., Conference website, programs, other promotions, etc.)
- As the Abstract Submitter, I warrant and represent that I am the sole owner or have the rights of all the information and content (“Content”) provided to IGCS 2022 and Kenes (Hereafter: “The Organizers”). The publication of the abstract does not infringe any third-party rights including, but not limited to, intellectual property rights.
- As the Abstract Submitter, I grant the Organizers a royalty-free, perpetual, irrevocable nonexclusive license to use, reproduce, publish, translate, distribute, and display the Content.
- The Organizers reserve the right to remove from any publication an abstract that does not comply with the above.
- I herewith confirm that the contact details saved in this system are those of the corresponding author, who will be notified about the status of the abstract. The corresponding author is responsible for informing the other authors about the status of the abstract.

## KEY CONCEPTS AND RESEARCH CATEGORIES

Abstract category – abstracts must be allocated to a specific category for the Scientific Program. You will need to select the category most suited to your abstract.

Basic/Translational Science  
Breast Cancer  
Cervical Cancer  
Endometrial/Uterine Corpus Cancers  
Fertility/pregnancy  
Genetics and Epidemiology  
Global Health/Economic Challenges  
Gynecologic Pathology/Cytology and Disease Pathogenesis  
Nursing and Health Care  
Oncologic care during & post-pandemic  
Ovarian Cancer  
Palliative Care  
Patient Advocacy  
Pre-Invasive Disease  
Rare Tumors  
Social inequities and impact on cancer outcomes  
Screening/Early Detection  
Surgical Techniques and Perioperative Management  
Symptom Management/Supportive Cancer Care  
Survivorship  
Trophoblastic Diseases  
Vulvar and Vaginal Cancer

## **ABSTRACT SUBMISSION REQUIREMENTS**

### **Title**

The title is limited to 25 words and should be UPPER CASE

### **Text**

The abstract text is limited to 250 words.

The text should be organized into four section headings as follows:

- Introduction – A brief statement about the purpose of the study and pertinent background.
- Methods – The method(s) of study or data collection employed.
- Results – A summary of study research including enough details to support your conclusions.
- Conclusion/Implications – A statement explaining the significance of your work and the implications for further research, practice and/or policy.

Please adhere to the following text guidelines:

- Write your text in proper English (American or British usage is accepted, but not a mixture of these). Use decimal points (not commas). Please carefully check your spelling.
- Use the appropriate letters and numbers (e.g., 0 –zero vs. the letter O).
- Use only one space after colons and periods.
- Do not use abbreviations in the title of the abstract. Standard abbreviations may be used without definition in the text. Nonstandard abbreviations (kept to a minimum) must be placed in parentheses after the first use of the word or phrase abbreviated.
- Graphs, tables, and images – You may upload graphs and images in JPEG, PNG and JPG format only. Images, tables, diagrams, and graphs must be saved and uploaded as JPEG files. Other file types cannot be accepted. Please note that images may be resized to fit in the final printed material. The maximum file size of each graph/image is 500 KB. The maximum pixel size of the graph/image is 600(w) x 800(h) pixel.

### **Authors**

Provide contact information for each author. All authors are limited to five (5) abstract submissions. An individual may only be the primary author for one oral presentation. Designated author (can be the same as the primary, but both must be listed).

- An author of accepted submissions will be required to present the abstract or produce a poster.
- All authors must disclose potential conflict of interest upon submission.

## **RULES FOR SUBMISSION: SURGICAL FILMS**

Peer reviewed Surgical Film submissions will be evaluated based on educational content and audio/visual quality. Accepted films will be presented in either the Surgical Film Cinema or in the Surgical Film Courses.

All films must also meet the following requirements:

- Films must be uploaded to the submission site for consideration - embedded MP4 file in [PPTX](#) or via a [Vimeo](#) link.
- Uploading the PPTX file and/or providing a Vimeo link is done only through the submission system.
- **Films cannot exceed 8 minutes to be considered.**
- Films must include either sound or subtitles.
- Films must be submitted in MP4 format.
- Films must be free of commercial or product bias.
- The maximum file size available for upload is 200 MB; larger files will not upload completely and therefore, will not be considered for presentation.
- Videos must be sent in HD, in order to assure the best quality possible. Minimum dimensions accepted are 1280x720 (720p); 1920x1080 (1080p) and we suggest not to compress the File but to leave it in the original format. Please do not exceed the maximum length of 60 FPS
- Videos must be uploaded and will be evaluated based on educational content and audio/visual quality

Contact [igcs\\_abstracts@kenes.com](mailto:igcs_abstracts@kenes.com) if you have questions on the submission requirements.

## **ABSTRACT SUBMISSION REQUIREMENTS: SURGICAL FILMS**

### **Title**

The title is limited to 25 words and should be UPPER CASE

### **Text**

The abstract text is limited to 250 words. The text should be organized into three section headings as follows:

- Introduction – A brief statement about the purpose of the study and pertinent background.
- Description – Short description of content (and surgical technique)
- Conclusion/Implications – A statement explaining the significance of your work and the implications for further research, practice and/or policy.

## **ABSTRACT SUBMISSION ACCEPTANCE CATEGORIES**

- **Oral Abstract Presentations**

A limited number of meritorious abstracts will be accepted for oral presentations. The presentations will occur during the general plenary sessions of the Meeting.

- **Electronic Posters**

An ePoster is an electronic poster displayed digitally instead of printed on paper as a traditional poster. Meeting registrants will be able to view the electronic posters during the meeting at the ePoster stations onsite. Poster presenters are required to submit an electronic version of the poster prior to the meeting using pre-defined specifications., which will be shared upon acceptance.

- **Oral Featured Posters**

A limited number of posters will be accepted for the IGCS Featured Poster session. During this unique session, authors are expected to be present and prepared to present and discuss their work as displayed in the poster.

- **Surgical Films**

Accepted surgical films will be available throughout the meeting for on-demand viewing in the surgical film cinema and may also be slotted into a surgical film session.

## **ABSTRACT EMBARGO POLICY**

1. Abstract titles, authors, and affiliations may be made public upon acceptance by the Program Committee.
2. Full abstracts may be made available to registered attendees in advance of the program dates.

## **QUESTIONS**

For any questions regarding the above guidelines and regulations or any other matter pertaining to abstract or surgical film submission for the IGCS Global Annual Meeting, contact [igcs\\_abstracts@kenes.com](mailto:igcs_abstracts@kenes.com).