



International Gynecologic Cancer Society 2022 Annual Global Meeting Guidelines for Trial in Progress and Late-Breaking Abstract Submission

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

Late-Breaking abstract 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 are selected based on scientific merit, originality, and relevancy to the speciality. 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 for late-breaking submissions. For trials in progress, there should be no available results or conclusions, please write the following in the relevant fields. For Results – “Trial in progress: there are no available results at the time of submission.” For Conclusions – “Trial in progress: there are no available conclusions at the time of 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- Submitted abstracts must represent new, unpublished scientific data at the time of presentation.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 ePosters. The clinical trial ID number must be submitted with the abstract.
- Late-breaking abstracts will be considered for oral presentations onsite in NYC.

- 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
- 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 up to two (2) 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) pixels.

Authors

Provide contact information for each author. There is no limitation on the number of submissions per user, however, each person can be selected as a presenter for a maximum of five (5) abstracts. If you submit more than five abstracts, please make sure to appoint different presenters. 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.
- Authors must disclose potential conflict of interest upon submission.

RULES FOR SUBMISSION: TRIAL IN PROGRESS

Trial in Progress (TiP) abstracts in all phases of clinical research (phases I to III) may be submitted to IGCS 2022. It is expected that abstracts submitted as a Trial in Progress are ongoing trials that have not reached any protocol-specified endpoints for analysis.

Please note:

- Recruitment must have already begun or have been completed by the trial in progress submission deadline of July 11, 2022.
- Trial in Progress abstract submissions will be accepted as posters only.
- Encore Trial in Progress abstract submissions are allowed.
- The clinicaltrials.gov number or NCT number must be submitted with the abstract during the submission process.
- As a trial in progress with no available results or conclusions, please write the following in the relevant fields during the submission process.
 - Results – “Trial in progress: there are no available results at the time of submission.”
 - Conclusions – “Trial in progress: there are no available conclusions at the time of submission.”
- Abstracts including results or preliminary data will not be considered.

RULES FOR SUBMISSION: LATE-BREAKING ABSTRACTS

Late-breaking abstracts (LBA) submitted to IGCS 2022 will be considered for oral presentation and must follow the below criteria.

LBA submission criteria:

- Late-breaking abstracts must follow the general abstract submission requirements (please refer to page 4 of the current document).
- LBA presentation slots will be reserved only for high-quality, ground-breaking data.
- Accepted LBA must be presented orally at the 2022 IGCS Annual Meeting live onsite in NYC.
- The late-breaking abstract submission period is NOT an extension to the regular submission deadline. Please ensure your abstract is presenting high-quality novel information when submitting.

ABSTRACT SUBMISSION ACCEPTANCE CATEGORIES

- **Oral Abstract Presentations – Late-Breaking**

A limited number of meritorious abstracts will be accepted for oral presentations. The presentations will occur during the general plenary sessions of the Meeting. These slots are reserved for high-quality late-breaking abstracts.

- **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. All accepted TiP abstracts will be considered for ePoster presentation only.

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 late-breaking or trials in progress abstract submission for the IGCS Global Annual Meeting, contact igcs_abstracts@kenes.com.