



Society of Gynecologic Oncology

Society of Gynecologic Oncology Annual Meeting on Women's Cancer® General Guidelines for Abstract, Surgical Film, and International Session Submission

Abstracts and Surgical Films are selected on the basis of scientific merit and are allocated to Scientific Plenary, Focused Plenary, Education Forum, Featured Poster or Poster presentations through a blinded peer review process. In some cases, abstracts or films will be recommended for presentation during a Special Interest Session, Education Forum, or Sunrise Seminar. The Program Committee reserves the right to select the most appropriate forum for presentation.

SGO encourages all medical professionals who are a part of the women's cancer care team to submit original research for peer-review by the 2020 Annual Meeting Program Committee. Submitters will be encouraged to propose innovative ideas focusing on nine key areas for abstract submission, as outlined below. Novel approaches do not need significant sample sizes resembling clinical trial design; rather, they should show innovative ways to advance science in gynecologic oncology to ultimately lead to the SGO Mission of eradicating women's cancer.

Key concepts are only used to facilitate the peer-review process and are not meant to limit the type or topics of research submitted for consideration.

Submissions may address any topic relevant to SGO's mission. No topic will be given priority over others for any reason other than potential impact on the field, quality of the content, and relevance to SGO's mission:

- ❖ Endometrial
- ❖ Ovarian
- ❖ Uterine
- ❖ Vulvar
- ❖ Cervical
- ❖ Breast
- ❖ Quality of Life/Palliative Care
- ❖ Genetics
- ❖ Financial Toxicity and Disparities
- ❖ Quality & Healthcare systems

Objectives, Methods, Results, and Conclusions must be clearly identified within the submission.

Individuals with abstracts selected for presentation will be asked to postpone publication of their manuscript in any journal until the conclusion of the Annual Meeting. Abstracts selected for scientific Plenary, Education Forum, Featured Poster or Poster presentations will be published in *Gynecologic Oncology*. For those authors wishing to submit manuscripts for publication in *Gynecologic Oncology*, its editors will make every effort to ensure that accepted papers are promptly published after the Annual Meeting.

Expenses associated with the submission and presentation of an abstract or film are the responsibility of the presenter and are not reimbursed nor covered by the Society of Gynecologic Oncology.

There is a 2,000 character count limit for all submissions. This does not include your title, author string, spaces, nor single allotted table *or* graph.

Individuals with International Session submissions selected for presentation will be asked to postpone publication of their manuscript in any journal until the conclusion of the Annual Meeting. All accepted submissions for the International Session will be presented as posters while a select number will be presented orally.

Expenses associated with the submission and presentation of an International Session submissions are the responsibility of the presenter and are not reimbursed or covered by the Society of Gynecologic Oncology.

There is a 2,000-character count limit for all submissions. This does not include your title, author string, spaces, nor single allotted table or graph.

General Submission Regulations

1. Anyone may submit an abstract or film for considerations. Membership in SGO is not required for any presenting author or co-author noted on the submission. Author disclosure for the presenting author and all other authors must be declared at the time of abstract submission. **Any abstract that is missing any of the authors' disclosures will be considered incomplete and will not be considered.** If any of the authors is employed by a company as defined by the [CMSS Code for Interactions with Companies](#) or according to SGO's conflict of interest policy, which complies with ACCME/Joint Accreditation [regulations regarding the influence on CME content by persons with commercial interest](#), either s/he will be required to not make any recommendations relevant to the relationship or an alternate presenter who does not have a relevant financial relationship must be named if the abstract is accepted.
2. Submitted abstracts must represent new, unpublished scientific data at the time of presentation.
3. Submission of an abstract or surgical film constitutes a commitment by the author(s) to present it if accepted.
4. Please 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.
5. An abstract or surgical Film must have a title that indicates the nature of the investigation, but does not include author or affiliation identifying terms. Use sentence case and capitalize the first word in the title only.

Example: The current clinical use of HPV genotyping

6. Do not use abbreviations in the title of the abstract, with the exception of DNA, RNA, and HPV. 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.
7. A maximum of twenty-four (24) co-authors, in addition to the primary author, are allowed per submission. All are responsible for completing their financial disclosure forms electronically and agree to all accreditation and presentation terms.

8. Author names should be written in full. Please only include the primary degree for each author (for example, MD, PhD).

If an author's name appears on more than one abstract, it must be identical on each abstract. Do not include authors' names or other identifying information in the body of the abstract.

9. Within the title and text of the abstract, omit any reference to your institution to ensure proper, blinded review.

10. Use generic drug names and International Systems Units. Trade names and logos should not be used. If this is unavoidable, it must be noted how and why.

11. Upon acceptance to present from both SGO and the presenting author, the author string and title of all accepted abstracts, surgical films, and International Session submissions may be published online or in SGO marketing materials. Abstracts will not be made available until a maximum of two weeks prior to the Annual Meeting.

12. All PDF presentations from all sessions may be available to Annual Meeting on Women's Cancer® attendees for up to one month following the conclusion of the meeting through the Annual Meeting App and/or SGO website.

Abstract Submission Regulations

1. Each Abstract Submission must clearly identify the following:

Objectives: an introductory sentence indicating the purpose of the study

Methods: a brief description of pertinent experimental procedures, including statistical evaluation where appropriate

Results: a summary of the NEW, UNPUBLISHED DATA

Conclusions: a statement of the conclusions

Please note: There is a 2,000-character count limit for all submissions. This does not include your title, author string, spaces, nor single allotted table *or* graph.

2. Each Abstract Submission is limited to **one (1) table *or* graph**.

3. Specific instructions on uploading your submission are included within the submission site. For technical support, please contact sgo@confex.com or +1 (401) 334-0220.

Surgical Film Submission Regulations

1. Peer-reviewed surgical films selected to the 2018 Annual Meeting program may be featured in any of the educational sessions, plenaries, and/or in a theater setting in the Exhibit Hall.
 2. Surgical Film submissions will be evaluated based on educational content and audio/visual quality. All films **must** also meet the following requirements:
 - a. Films must be uploaded to the submission site for consideration by providing a Dropbox link for download (Instructions are available during this step of the submission process).
 - b. Films **cannot exceed 9 minutes** in duration.
 - c. Films must include sound.
 - d. Films must be at regular speed.
 - e. Films must be submitted in .AVI, .MOV, or .MP4 formats (.MP4 files preferred).
 - f. Films must be free of commercial or product bias, including logos wherever possible.
 3. Please take file size into consideration when submitting your surgical films. We ask that you restrict your film to a maximum of 300 MB. Please contact education@sgo.org if your file size exceeds 300MB. If your surgical film is accepted for presentation, you will have the opportunity to submit a higher resolution file for presentation.
 4. If your surgical film is accepted for presentation at the Annual Meeting, you may be required to attend the session to orally introduce or discuss your film. Submitters may access their submissions by logging in to their online ready room any time until the submission deadline. If you have questions, feel free to contact Technical Support at +1 (401) 334-0220 or email sgo@confex.com.
-

International Session Submissions

1. Each International Session submission must clearly identify the following:

Background/Objectives: an introductory sentence indicating the purpose of the study

Disease/Procedure: a brief description of pertinent procedures, including statistical evaluation where appropriate

Outcomes: a summary of the NEW, UNPUBLISHED DATA

Conclusions: a statement of the conclusions

Please note: There is a 2,000-character count limit for all submissions. This does not include your title, author string, spaces, nor single allotted table *or* graph.

2. Each International Session submission is limited to **one (1) table *or* graph**.

3. Specific instructions on uploading your submission are included within the submission site. For technical support, please contact sgo@confex.com or +1 (401) 334-0220.

Onsite Regulations

1. Unauthorized recordings of sessions by means of audio tapes, video, or still photography requiring flash devices, special lighting, or bulky equipment are prohibited. The SGO reserves the right to all video and/or audio recordings of presentations at The Annual Meeting on Women's Cancer®.

2. Expenses associated with the submission and presentation of an abstract, surgical film, or International Session submission are the responsibility of the presenter, and are not reimbursed or covered by the Society of Gynecologic Oncology.

2. SGO Reserves the right to reject abstracts or withdraw presentations at any time if the aforementioned rules are not followed.

Abstract Embargo Policy

1. News media
 - a. For oral presentations, the embargo time is the day of the session in which the presentation is being made.
 - b. For poster presentations, the embargo lifts the day of the poster session containing the poster for viewing.
2. Full abstracts may be made available to approved news media upon individual request in advance of the meeting provided they agree to abide by the embargo policy and approval by SGO.
3. Abstract titles, authors and affiliations may be made publically available at any time upon acceptance/approval by the Program Committee.
4. Full abstracts for oral and poster presentations shall be made available to registered attendees up to two weeks before the meeting.
5. Full abstracts and power point presentations shall be made publically available on the app and website on the morning of the day on which abstracts are presented.
6. Late-breaking abstracts:
 - a. Titles, presenters and affiliations will be announced on site during the meeting through signage, break slides, app announcements and other available communications.
 - b. Full abstracts and power point presentations will be made publically available on the app and website on the day of the late-breaking abstract session, or (depending on the capability of the abstract software) at the start of the Late-breaking Abstracts Session.
7. Full abstracts will be published as an online abstract supplement in *Gynecologic Oncology*. A PDF of the abstracts may remain available on the SGO website.
8. Power Point presentations will remain available for 30 days following the meeting, after which requests for presentations must be directed to the authors.

For any questions regarding the above guidelines and regulations or any other matter pertaining to abstract or surgical film submission for the SGO Annual Meeting on Women's Cancer®, please email us at education@sgo.org.