

International Gynecologic Cancer Society 2020 Annual Global Meeting Guidelines for Abstract and Surgical Film Submission

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 and submitting your 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- Submitted abstracts must represent new, unpublished scientific data at the time of presentation.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 recommend using 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 2020.
- Abstracts received after the deadline will not be considered.
- 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 abstracts@igcsmeeting.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 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 date of 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 2020 and iCrossing (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

Diagnostics

Early phase clinical trials

Endometrial cancer

Fertility/pregnancy

Genetics and Epidemiology

Global health

Gynecologic Pathology/Cytology and Disease Pathogenesis

Imaging/Staging

Nursing & Health Care

Ovarian Cancer

Palliative Care

Patient Advocacy Abstract

Pre-Invasive Disease

Rare Tumors and Gestational Trophoblastic Neoplasia

Surgical Films

Surgical Techniques and Perioperative Management

Symptom Management/Supportive Cancer Care

Trials in Progress

Trophoblastic Diseases

Uterine Cancer Including Sarcoma

Vulvar and Vaginal Cancer

ABSTRACT SUBMISSION REQUIREMENTS

Title

The title is limited to 25 words and should be upper and lower case (Title Case).

Text

The abstract text is limited to 250 words. (Please Note: word count is affected when graphs/tables/images are included – details below)

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:

- 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.
- 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 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. It is important to note that each image included in the abstract is worth 10 words. A maximum of 2 images can be included per abstract. 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.
- 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.
- 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 either live or on-demand.

All films must also meet the following requirements:

- Films must be uploaded to the submission site for consideration by providing a drop box link for download (Instructions are available during the submission process).
- Films cannot exceed 8 minutes to be considered.
- Films must include either sound or subtitles.
- Films must be submitted in .AVI, .MOV, or .MP4 formats.
- 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 must include a link where the video can be downloaded (i.e. dropbox or wetransfer) and will be evaluated based on educational content and audio/visual quality.

Please contact abstracts@igcsmeeting.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 and lower 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 Congress.

- **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 online before, during, and after the meeting in the xDigital environment. 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: *Walk the Posters with a Professor* session**

A limited number of posters will be accepted for the IGCS *Walk the Posters with a Professor* 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**

A limited number of films will be accepted for oral presentation. The surgical films accepted for non-oral will be available throughout the meeting for on-demand viewing.

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, please email us at abstracts@igcsmeeting.com.