

IGCS 2025 CAPE TOWN

INTERNATIONAL GYNECOLOGIC CANCER SOCIETY

2025 ANNUAL GLOBAL MEETING

RADITION ONCOLOGY

ABSTRACT SUBMISSION GUIDELINES

Abstract Submission Deadline: **Monday, July 28, 2025, 23:59 SAST** (South African Standard Time) (see all [time zones](#))

- Regular Abstracts
- Trial-in-Progress Abstracts
- Films (Brachytherapy Procedure Videos)
- Encore Presentation

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

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RULES FOR SUBMISSION

IGCS is seeking all radiation oncology professionals who are a part of the gynecologic care field to submit an abstract. Please follow the guidelines below when preparing to submit an abstract.

- Organize your abstract structure based on the submission type you have selected. Please review the guidelines below per type (regular abstract, film (brachytherapy procedure video), trial-in-progress, or encore).
- Submitted abstracts can represent new, unpublished scientific data at the time of presentation, previously published data with updates, or previously published data for encore presentation.
- It is recommended to use word-processing software (for example, Word or Grammarly) to edit your abstract and count the number of words before placing the text into the submission portal.
- Ensure the 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 draft abstracts before the submission deadline. It is recommended to save or print a copy of your abstract for your records.
- Incomplete abstracts will **NOT** be considered for presentation.
- Abstracts stating “data will be discussed in the presentation” will **NOT** be accepted.
- Abstracts received after the deadline will **NOT** be considered.
- Abstracts not related to radiation oncology will **NOT** be considered.
- 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 (IJGC)*. Only accepted abstracts of **registered** presenting authors will be included in the journal publication.
- The submission system automatically defines the abstract submitter as a co-author. This **cannot** be changed after the submission. Note, if you are not a co-author and are submitting on someone else’s behalf, please use

their username and login details to submit the abstract. We also recommend that the assigned presenting author acts as an abstract submitter to avoid miscommunication at later stages.

- The submitting author is required to ensure that all co-authors are aware of the content of the abstract before submission.
- There is no limitation on the number of submissions per user, however, each person can be assigned as the presenting author of a maximum of five (5) abstracts at IGCS 2025.
- Your abstract is not successfully submitted until you receive a confirmation email after clicking the final submit button. If you do not receive a confirmation email, please check your spam folder first and contact us at igcs_abstracts@kenes.com for assistance.

ABSTRACT ACCEPTANCE AND INCLUSION INTO THE SCIENTIFIC PROGRAM

- Abstracts and films are selected based on scientific merit, originality, and relevancy to the specialty. Selection occurs through a blinded peer review process after which abstracts are allocated to different presentation categories as outlined on [page 12](#). Abstract presenters are notified whether their abstracts have been accepted into the IGCS 2025 scientific program based on the timeline announced on the [meeting website](#).
- The Radiation Contouring Workshop Co-Chairs will determine the presentation type of each accepted abstract.
- The **submitting** author will receive the confirmation of submission and the initial correspondence regarding the abstract. After the abstract review and program allocation, the **presenting** author will receive the acceptance/rejection notification and all subsequent correspondence regarding their participation in the meeting. To ensure smoother communication, where possible, we advise that the author who intends to present the abstract is the one who submits it. Additionally, the presenting author is advised to use the same email that was entered into the abstract submission portal also at the time of registration as registration records are checked against the presenting author's details.

- **IMPORTANT:** The **presenting authors** of accepted abstracts/films must **register** for the IGCS 2025 Annual Global Meeting in order for their abstracts/films to be included in the scientific program.
 - Presenting authors will receive regular reminders to complete their registration in the weeks following the sending of the abstract notifications.
 - It is the assigned presenting author's responsibility to notify the meeting organizers in case of any changes since registration records are checked only against the presenting author's contact details.
 - To assign a different author from the co-author list as the presenter or to update the presenting author's email address, please contact the organizers at igcs_abstracts@kenes.com.

ABSTRACT SUBMITTER'S DECLARATION

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 the final submission, and I am aware that it will be published exactly as submitted.
- Submission of the abstract constitutes the consent of all authors to publication (e.g. meeting website, programs, other promotions, etc.)
- The Abstract Submitter warrants and represents that no part of the information and content provided by him/her (Hereafter: the "Content") to IGCS and Kenes International Organizers of Congresses SA and its affiliates (together: the "Organizers"), nor the publication of any such Content by each of the Organizers, on the internet or otherwise infringes any third party rights, including but not limited to privacy rights and/or intellectual property rights.
- The Abstract Submitter grants each of the Organizers the license and right to use, reproduce, publish, translate, distribute, and display the Content

or any part thereof, in any manner and on any platform or media whatsoever, in each Organizer's absolute discretion, on a royalty-free, perpetual, irrevocable nonexclusive basis.

- I herewith confirm that the contact details saved in this system are those of the presenting author, who will be notified about the status of the abstract. The presenting author is responsible for informing the other authors about the status of the abstract. The submitting author may request to be copied on the abstract correspondence.
- I understand that the presenting author must be a registered participant.
- The Organizers reserve the right to remove from publication and/or presentation an abstract that does not comply with the above.
- I understand that I must select a specific theme/topic for my abstract allocation. Although the Committee will work hard to honor this selection, this cannot be guaranteed. The Committee reserves the right to change the theme/topic under which the abstract was originally submitted.
- I confirm that I have received the consent of all authors for the processing of their contact details by Kenes and the Organizers.

KEY CONCEPTS AND RESEARCH TOPICS

Abstracts must be allocated to the topic of **radiation oncology**.

GENERAL REQUIREMENTS FOR ABSTRACT SUBMISSION

Title

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

Text

The abstract text is limited to 250 words.

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).
- If you use special symbols (such as \geq or \pm , etc.), make sure they are visualized correctly in the final preview of your abstract.
- 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.
- You may upload up to two (2) images, tables, diagrams, and/or graphs in total in JPEG, PNG, or JPG format only. 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. Please make sure to check your final abstract for graph/table citations and to ensure that there are no discrepancies between the cited graph/table and the uploaded content.

Authors

Provide contact information for each author. There is no limitation on the number of authors and the 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.

- The presenting authors of accepted submissions will be required to prepare for their presentation in accordance with the presentation guidelines published on the meeting website which are sent out together with the abstract notifications (including preparing PPT slides, printed posters, ePosters, etc. based on the abstract acceptance category).

- At the time of submission, the submitting author will be requested to provide a brief conflict of interest statement on behalf of all co-authors. If the abstract is selected for presentation, the presenting author will be contacted additionally to complete a mandatory Conflict of Interest Disclosure form. The conflict of interest statement during abstract submission is meant only to provide a simple overview of potential conflicts of interest to the best of the submitting author's knowledge (up to 255 characters) and does **not** need to include full statements from all authors.

Questionnaire

Abstract submitters are required to consent to the following statements during abstract submission.

1. Has your abstract been previously presented or published in any other forum as of the present date, without the data being updated since the date of the last presentation/publication?
 - No, my abstract has not been previously presented or published.
 - Yes, my abstract has been previously presented or published, but I included updated data. (Please, include a reference to the previous publication.)

If you selected the encore presentation submission type, you will only see the following answer option:

- Yes, my abstract has been previously presented or published and I would like to resubmit it to IGCS 2025 as an encore presentation with no updates since the time of the previous presentation/publication. (Please, include a reference to the previous publication.)
2. If accepted, I consent that the content of this abstract cannot be modified or corrected in any way after the final submission, and I am aware that it will be published exactly as submitted.

ADDITIONAL REQUIREMENTS BASED ON THE SUBMISSION CATEGORY

Accepted abstracts will be considered for featured ePoster (short oral), ePoster, or on-demand film based on their submission type, review scores and available slots in the program.

In addition to the general requirements for abstract submission ([pages 6-8](#)), all regular abstracts must also adhere to the following submission requirements.

The text should be organized as specified below based on submission type.

REGULAR ABSTRACTS

Regular abstract submission should include:

- **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.

TRIALS IN PROGRESS

Trial-in-Progress submission should include:

- **Introduction**
A brief statement about the purpose of the trial and pertinent background.
- **Objectives**
A description of the primary and secondary endpoints of the trial.
- **Methods**
A summary of the study design, interventions, participant selection criteria, and statistical methods.
- **Current Status & Future Directions**
A brief outline of the trial progress, expected timeline for data analysis and potential clinical impact.

Trial-in-Progress Eligibility

- The **NCT number** (from [ClinicalTrials.gov](https://clinicaltrials.gov)) or its **national/regional equivalent**, in accordance with the International Clinical Trials Registry Platform (ICTRP) standards, must be submitted alongside the abstract during the submission process within the Questionnaire section.
- TiP abstracts are applicable to trials in Phase I, Phase II, and Phase III, as well as combination trials involving multiple phases (e.g., Phase I/II).
- Recruitment must have already begun or have been completed by the trial-in-progress abstract submission deadline for IGCS 2025.
- Abstracts including results or preliminary data will **not** be considered.
- TiP abstracts submitted to IGCS 2024 are allowed for resubmission to IGCS 2025 if new data is included.

FILMS (Brachytherapy Procedure Videos)

Abstracts for film submissions should include:

- **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.

All films must be uploaded as **MP4 files** and must meet the following requirements:

- Videos must include verbal narration in English or subtitles.
- Narration must use generic terms, and videos cannot contain any evidence of commercial support.
- Acceptable video format: **.mp4**
- **Maximum length of the video: 8 minutes**
- Maximum size of the video: **500 MB**
- Videos must be uploaded in HD, in order to assure the best quality possible. The minimum dimensions accepted are 1280×720 (720p); 1920×1080 (1080p). We advise not to compress the file but leave it in the original format. Please do not exceed the maximum length of 60 FPS.

- Do **not** include the name(s) of the author(s) in the video to guarantee blinded review.
- Films will be evaluated based on educational content and audio/visual quality.
- If the film is not set up as outlined above, this may prevent the assessment of the contents. The meeting organizers may contact you shortly after the submission deadline in case there are technical issues with the submitted film.

ENCORE PRESENTATIONS

- The abstract must be submitted as previously presented/published without any modifications. For the purpose, no abstract sections will be predefined and the submitter is expected to organize the abstract as previously presented/published.
- Encore abstracts can be accepted as regular ePosters only.

Contact igcs_abstracts@kenes.com if you have questions about the abstract submission and/or VIMEO upload.

ABSTRACT PRESENTATION CATEGORIES

Submission Category	Possible Presentation Categories
Regular abstract	<ul style="list-style-type: none"> Featured ePoster (Poster Rounds with the Professors' sessions) ePoster*
Trial-in-progress abstract & Encore abstract	ePoster*
Films (brachytherapy procedure videos)	<ul style="list-style-type: none"> On-demand film viewing via the online educational portal

**ePosters of registered presenting authors are available for on-demand viewing via the IGCS 2025 ePoster Gallery accessible onsite during the meeting, as well as via the on-demand educational portal and the IGCS 2025 mobile application.*

For more details on the different presentation categories, please see below.

ABSTRACTS

- Featured ePoster (Poster Rounds with the Professors sessions)**

Meeting registrants will be able to view the posters during the meeting and hear the short verbal presentations during the scheduled Poster Rounds with Professors sessions at an ePoster station.

- ePosters**

An ePoster is an electronic poster displayed digitally instead of being printed on paper as a traditional poster. Meeting registrants will be able to view the electronic posters during the meeting via the ePoster stations onsite, as well as the IGCS 2025 educational portal and mobile application. ePoster presenters are required to submit their ePosters prior to the meeting using pre-defined specifications, which will be shared upon acceptance. There are no designated presentation dates and times for ePosters. Further details will be shared upon acceptance.

FILMS

- On-Demand Films**

Accepted films will be available throughout the meeting for on-demand viewing in the IGCS educational portal.

ABSTRACT EMBARGO POLICY

1. Abstract titles, authors, and affiliations may be made public upon acceptance into the IGCS 2025 scientific program.
2. Full abstracts may be made available to registered attendees in advance of the program dates.

For the full IGCS 2025 Abstracts Embargo Policy, please [click here](#).

QUESTIONS

For any questions regarding the above guidelines and regulations or any other matter pertaining to abstract submission for the IGCS 2025 Meeting, please contact igcs_abstracts@kenes.com and we will be pleased to assist you.