

International Gynecologic Cancer Society 2023 Annual Global Meeting

Abstract Submission Guidelines

- Abstract and Surgical Film deadline: **Monday, May 8th, 2023, 23:59 KST (Seoul, South Korea) (see all timezones)**
- Trials in Progress deadline: **Monday, August 21st, 2023, 23:59 KST (Seoul, South Korea) (see all timezones)**
- Late-Breaking Abstract deadline: **Monday, August 21st, 2023, 23:59 KST (Seoul, South Korea) (see all timezones)**

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

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GENERAL INFORMATION

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- Submitted abstracts must represent new, unpublished scientific data at the time of presentation.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 or Grammarly) for editing your abstract and counting the number of words.
- 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 in-progress abstracts. It is recommended to save or print a copy of your abstract for your records.
- Incomplete abstracts will NOT be considered for presentation.
- Case studies 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.
- 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/>

- The presenting authors of accepted abstracts must be registered participants.
- Each person can present a maximum of five (5) abstracts at IGCS 2023.
- Trials in Progress abstract submissions will be accepted as E-Posters. The clinical trial ID number must be submitted with the abstract.
- Late-breaking abstracts will be considered for oral presentations onsite in Seoul.
- 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 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. We advise that the submitting author's details that are entered at the time of submission match those of the accepted presenting author to ensure smoother communication. Additionally, the presenting author is advised to use the same email that was entered into the submission site also at the time of registration as registration records are checked against the presenting author's details.

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 the 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., Meeting 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 2023 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 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.

KEY CONCEPTS AND RESEARCH TOPICS

Abstract topics – abstracts must be allocated to a specific topic for the Scientific Program. You will need to select the topic 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 and Post-Pandemic

Ovarian Cancer

Palliative Care

Patient Advocacy

Pre-Invasive Disease

Rare Tumors

Screening/Early Detection

Social Inequities and Impact on Cancer Outcomes

Surgical Techniques and Perioperative Management

Survivorship

Symptom Management/Supportive Cancer Care

Trophoblastic Diseases

Vulvar and Vaginal Cancer

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.

The text should be organized into four section headers 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. 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 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).

- The presenting authors of accepted submissions will be required to present the abstract or produce a poster.
- 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.

SURGICAL FILMS

REQUIREMENTS FOR FILM SUBMISSION

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 [VIMEO](#) and an open-access URL to the film must be provided in the specified field within the abstract submission site.
- Providing a Vimeo link is done only through the abstract submission site.
- The film URL upload should be set up so that anyone using the link can view the film. [Click here](#) for more information on how to set up the film upload. The submitter is required to ensure that the VIMEO URL will remain accessible from the moment of submission and at least 3 months after the IGCS 2023 Meeting.
- **Films cannot exceed 8 minutes to be considered.**
- Films must be uploaded to VIMEO in **MP4 format**.
- Films must include either sound (recorded narration) or subtitles.
- Films must be free of commercial or product bias.
- Films must be uploaded in HD, in order to assure the best quality possible. The minimum dimensions accepted are 1280x720 (720p); 1920x1080 (1080p) and we suggest not compressing the file but leaving it in the original format. Please do not exceed the maximum length of 60 FPS.
- 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.
- In some cases, film presenters may be contacted additionally with a request to send their films directly to the Meeting Organizers if selected for presentation.

Contact igcs_abstracts@kenes.com if you have questions about the submission requirements.

REQUIREMENTS FOR ABSTRACT SUBMISSION (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 headers 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.

TRIALS IN PROGRESS: REQUIREMENTS FOR SUBMISSION

Trials in Progress (TiP) abstracts in all phases of clinical research (phases I to III) may be submitted to IGCS 2023. It is expected that abstracts submitted as a Trial in Progress are ongoing trials that have not reached any protocol-specified endpoints for analysis.

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 headers as follows:

- Introduction – A brief statement about the purpose of the trial and pertinent background.
- Methods – The method(s) of study or data collection employed.
- Current Trial Status – A brief summary of the trial progress and current status.

Please note:

- Recruitment must have already begun or have been completed by the trial in progress submission deadline of August 21st, 2023.
- Trial in Progress abstract submissions will be accepted as E-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.
- Abstracts including results or preliminary data will not be considered.

LATE-BREAKING ABSTRACTS: REQUIREMENTS FOR SUBMISSION

Late-breaking abstracts (LBA) submitted to IGCS 2023 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 pages 5-6 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 2023 IGCS Annual Meeting live onsite in Seoul.
- 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**

A limited number of meritorious abstracts will be accepted for oral presentations (regular and late-breaking abstract submissions). The presentations will occur during the general plenary sessions of the Meeting.

- **Focused Plenary Presentations**

A limited number of abstracts will be accepted for the focused plenary sessions. During these unique sessions, authors are expected to prepare a short oral presentation with a limited number of slides. The exact criteria will be advised via the Acceptance Notifications. Additionally, the presenting authors are requested to prepare an E-Poster to be uploaded to the IGCS 2023 E-Poster Gallery using pre-defined specifications, which will be shared upon acceptance.

- **Featured Printed Posters**

Some abstracts will be invited to display a traditional printed poster as part of the engagement area onsite. Meeting registrants will be able to view the posters during the meeting, and there will be scheduled Poster Rounds with Professor. Poster presenters are also required to submit an electronic version of the poster for the E-Poster Gallery prior to the meeting using pre-defined specifications, which will be shared upon acceptance.

- **E-Posters**

An E-Poster 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 E-Poster stations onsite, as well as via the IGCS 2023 virtual platform and mobile app. 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. There are no designated presentation dates and times for E-Posters. Further details will be shared upon acceptance. All accepted TiP abstracts will be considered for E-Poster presentation only.

- **Surgical Films**

Accepted surgical films will be available throughout the meeting for on-demand viewing in the surgical film cinema and a limited number will be slotted into featured surgical film session(s).

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.

For the full IGCS 2023 Abstracts Embargo Policy, please [click here](#).

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.