



INTERNATIONAL GYNECOLOGIC CANCER SOCIETY 2024 ANNUAL GLOBAL MEETING

ABSTRACT SUBMISSION GUIDELINES

Abstract and Surgical Film Submission Deadline: Tuesday, April 30, 2024, 23:59 IST (Dublin, Ireland) (see all [time zones](#))

Late-Breaking and Trials-in-Progress Abstract Submission Deadline: Tuesday, July 2, 2024, 23:59 IST (Dublin, Ireland) (see all [time zones](#))

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

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RULES FOR 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 field to submit an abstract. Please follow the below guidelines 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- Submitted abstracts must represent new, unpublished scientific data at the time of presentation.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/films must **register** for the IGCS 2024 meeting in order for their abstracts/films to be included in the scientific program.
- Each person can present a maximum of five (5) abstracts at IGCS 2024.
- 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 Dublin.
- The Program 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.
- 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 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. 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.

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 which 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 to 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 a specific topic from the IGCS 2024 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
- Nursing and Health Care
- Oncologic Care During & Post-Pandemic
- Ovarian Cancer
- Palliative Care
- Pathology/Cytology and Disease Pathogenesis
- Patient Advocacy
- Pre-Invasive Disease
- Radiation Oncology
- 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.

- 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. 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).

Submission Questions

Abstract submitters are required to answer the following yes/no questions during abstract submission.

1. Was your abstract research conducted in a low or lower-middle-resource country?
2. Is your abstract a Phase III clinical trial?
3. 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.
4. 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.

SURGICAL FILMS: REQUIREMENTS FOR 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 Featured Surgical Film session or in the On-Demand Surgical Film Cinema.

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 2024 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.

All surgical film abstracts must also meet the following 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 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 abstracts (TiPs) in all phases of clinical research (phases I to III) may be submitted to IGCS 2024. 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 abstract submission deadline for IGCS 2024.
- 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 (LBAs) submitted to IGCS 2024 will be considered for oral presentation and must follow the below criteria.

LBA submission criteria:

- Late-breaking abstracts must follow the general requirements for abstract submission (please refer to pages 6-8 of the current document).
- LBA presentation slots will be reserved only for newly emerging high-quality, ground-breaking data.
- LBAs accepted for oral presentation will be placed under embargo. Until the embargo is released on the day of the scheduled oral presentation, the abstract title and contents will not be visible.
- The late-breaking abstract submission period is **NOT** an extension to the regular submission deadline. Please ensure your abstract presents newly emerging, high-quality novel information when submitting.

ABSTRACT SUBMISSION ACCEPTANCE CATEGORIES

- **Oral Abstract Presentations (Plenary Sessions)**

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.

- **IGCS Poster Talks**

A limited number of abstracts will be accepted for the IGCS Poster Talk sessions. During these unique sessions, authors are expected to prepare a 3-minute oral poster presentation with 1-slide in the form of a poster. The exact criteria will be advised via the Acceptance Notifications, including the poster slide template. Additionally, the presenting authors are requested to prepare an E-Poster to be uploaded to the IGCS 2024 E-Poster Gallery using pre-defined specifications, which will be shared upon acceptance.

- **Featured Printed Posters (Poster Rounds with the Professors)**

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 hear the short verbal presentations during the scheduled Poster Rounds with Professors sessions. 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 being printed on paper as a traditional poster. Meeting registrants will be able to view the electronic posters during the meeting via the E-Poster stations onsite, as well as the IGCS 2024 educational portal and mobile application. E-Poster presenters are required to submit their E-Posters 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 a Featured Surgical Film session.

ABSTRACT EMBARGO POLICY

1. Abstract titles, authors, and affiliations may be made public upon acceptance into the IGCS 2024 scientific program.
2. Full abstracts may be made available to registered attendees in advance of the program dates.

For the full IGCS 2024 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 2024 Meeting, please contact igcs_abstracts@kenes.com and we will be pleased to assist you.