Call for Abstracts Reference Guide

Abstract Submission Deadline: Monday, October 5, 2022, at 11:59 pm (EST)

The SSO Scientific Program Committee invites you to submit your abstracts and videos for SSO 2023 – International Conference on Surgical Cancer Care, taking place in Boston, March 22-25, 2023. The Scientific Program Committee encourages both SSO members and surgeons involved in cancer care to submit their scientific work and make this the best meeting yet. Please visit the SSO website for detailed information.

SSO 2023 ABSTRACT SUBMISSION SITE

https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=ATORIBAH

KEY DATES

October 5, 2022	Abstract Submission Deadline
Early-November 2022	Abstract Notifications Sent to Presenter/Submitter
End of November 2022	Abstract Withdrawal Deadline
December 9, 2022	Accepted Late-Breaking Abstracts Final Data Due
December 2022	Abstracts Added to Online Schedule
March 2023	Abstracts Published in the *Annals of Surgical Oncology*
March 22 – 25, 2023	SSO 2023 Meeting: Boston

Submission Guidelines:

- No submission extensions will be granted.
- Abstracts may ONLY be submitted online.
- Edits can be made to your submissions by the closing deadline. After the closing date, edits must be sent via email and receive approval from the Scientific Program Committee.
- The SSO has enacted a $60.00 submission fee for each abstract submitted for consideration to SSO 2023. The submission fee must be paid via credit card when submitting your abstract. If the fee is not paid, the abstract will not be considered as "submitted". There is no additional charge for revising a submitted abstract.
- There are no restrictions on the number of abstracts you may submit.
- Abstracts should include at least one SSO member as an author or co-author. Please contact SSO Membership Staff at info@surgonc.org for questions.
- There is a limit of 20 co-authors for each abstract.

- Presenters are expected to present in-person and register for SSO 2023.
- All accepted posters will be electronic. There will be ePoster stations at each of the HUB Zones.
- The top scored poster abstracts, within the categories listed below, will receive an oral poster presentation in the SSO HUB. Your acceptance letter will notify the author if the poster was accepted as ePoster only, or ePoster with presentation.
- Submission of an abstract does not constitute registration for the meeting. Presenters and authors of accepted abstracts attending the meeting are expected to register and pay the meeting registration fee. All abstract presentations will be in-person only. Registration and housing information will be available on the website in October.
- When submitting an abstract to SSO 2023, the submitting author **must comply** with the following submission policies. The submitting author is responsible for communicating policies to all involved parties.
  - **Presentation/Publication Prior to SSO 2023:**
    - An abstract that has been or will be presented at another meeting prior to SSO 2023 can be submitted for presentation at SSO 2023 if:
    - It was submitted for presentation at the 2022 San Antonio Breast Cancer Symposium.
    - It was submitted for presentation at the 2023 ASCO GI Cancer Symposium.
    - It is submitted to SSO 2023 in the Team Science category and meets the Team Science criteria.
  - **Abstracts accepted and presented at any NATIONAL or GLOBAL meetings** (other than those mentioned above) prior to March 22, 2023, are not eligible for presentation at SSO 2023.
  - **SSO will not accept abstracts that represent previously reported studies**, except those submitted in the Team Science category.
  - **Abstracts submitted to Advanced Cancer Therapies 2023 can also be submitted and presented for SSO 2023.**

<mark>NEW 2023:</mark> SSO Accepting Late Breaking Abstracts

The SSO late-breaking policy allows for the submission of late-breaking data only for the following:

- Randomized phase II and III trials for which no preliminary data are available at the time of the abstract submission deadline (October 5, 2022).
- Original research studies that highlight novel and high-impact research with practice-changing implications

The initial abstract must be submitted by the **October 5, 2022**, deadline as a placeholder (shell) abstract submission. During submission, you will be required to enter all authors and submit disclosures, the Background and Methods sections, provide the primary clinical endpoint for analysis, type of analysis, date of planned analysis, and planned statistical methods.

For a placeholder (shell) abstract to be considered for late-breaking data submission status, the first author must:

- Submit a placeholder (shell) abstract, completing all steps in the submitter with the exception of the Results and Conclusions sections, by the abstract submission deadline (October 5, 2022).

- Describe the type of data that will be submitted by the late-breaking data submission deadline, indicating the primary clinical endpoint for analysis, planned statistical plan for analysis, and date of planned analysis.

- A data analysis timeline will be required during the submission process.

- The final, updated late-breaking data should be submitted by **December 9, 2022**, at 12:00 PM ET (noon)—the late-breaking submission deadline. An email will be sent from SSO,marisolclaich@gmail.com, requesting the author to login and complete the abstract data. If an updated abstract with data and analyses is not submitted, SSO will follow up with the authors directly to determine appropriate next steps. Failure to submit data by the deadline can result in rejection of the abstract presentation. Extensions will not be granted.

SUBMISSION CATEGORIES
The Scientific Program Committee seeks abstracts in the following categories:

- Breast
- Colorectal
- Endocrine
- Hepato-pancreato-biliary
- Melanoma
- Peritoneal Surface Malignancies
- Quality Improvement/Clinical Outcomes
- Sarcoma
- Thoracic
- Upper Gastrointestinal (lips to ileocecal valve, including esophagus and stomach)
- Urology/Head & Neck
- *Team Science in Surgical Oncologic Care
- *Disparities in Surgical Oncologic Care
- Video: Techniques or Interesting Cases for Specific Disease Sites

The Team Science abstract category was envisioned to provide surgical investigators with an opportunity to present work in which they played a significant role as part of a multidisciplinary team. Abstracts may include findings from high impact clinical trials and/or scientific work that has already been presented or published at another scientific national meeting.

Disparity is defined as a condition or fact of being unequal. Disparities in healthcare are inequalities that may occur when members of certain groups do not have similar outcomes or receive similar care resulting in higher incidence of morbidity and mortality. Disparities often extend beyond race and can include access to surgical oncologic care, socioeconomic status, gender, or biologic difference, including response to treatment and receipt of treatment. Disparities in surgical oncologic care are very complex and we must study and evaluate intervention to reduce and eliminate these disparities. This abstract category should include abstracts and papers that span the complex nature of disparities as they relate to surgical oncologic care and seek to understand the nature of disparities in surgical care and the factors that influence and mitigate them.

ACCEPTED ABSTRACT TYPES
- Oral Presentation
- ePoster Presentation
- ePoster Only
- Video Oral Presentation
- Late-Breaking Abstract (either oral presentation or poster)

ACCEPTED ABSTRACTS & THE *ANNALS OF SURGICAL ONCOLOGY*
SSO leadership believes that research presented at SSO's annual meeting should be published in the *Annals of Surgical Oncology (*ASO), the official journal of the SSO. The following guidance provides submission information; detailed information will be provided to accepted abstract presenters.

- *Top 50 Accepted Abstracts.* Authors of the top 50 abstracts **will be invited** to submit their manuscript for consideration for publication in the *ASO* by December. Identified abstract-manuscript submissions will be targeted for simultaneous publication at the time of abstract presentation. The peer review process can take up to 8 weeks. This invitation will be sent via email from *ASO*, please look out for this invite with instructions and deadlines.
- *All Other Accepted Abstracts.* Authors of all abstracts accepted for oral presentation or poster are **strongly encouraged** to submit their manuscripts to *ASO* within three months of the meeting's conclusion. Manuscript submission information will be posted on the SSO 2023 website.
- *Named Lectureships.* Those who are invited to deliver the named lectureships of the International Conference on Surgical Cancer Care are encouraged to submit a manuscript to *ASO* as a condition of the lectureship. Manuscript submission information will be posted on the SSO 2023 website.

SUBMISSION REQUIREMENTS

As you prepare your abstract submission to the Meeting, please make note of the following requirements and instructions.

- **Character Limit:** There is a limit of 2,300 characters for the text of your abstract submission. This includes the title and abstract body, including all spaces. If you copy and paste the title and/or body from your word processor, most special characters will transfer. You can replace special characters and/or insert formatting tags using the character palette.
- **Title:** The title should be entered in mixed case (upper and lower-case letters). DO NOT enter the title in all capital or all lower-case letters. Do not use formatting tags. The title will be formatted automatically by the system at the time of print production. Abbreviations must not be used in the title. Please use generic product names in the title, titles with product/brand names will disqualify the abstract.
- **Abstract Body:** Include the following:
  - INTRODUCTION: The introduction should be 2 or 3 brief sentences describing the objectives of the study.
  - METHODS: A description of the methods used to conduct the study must be included (i.e., retrospective chart review, prospective trial). Detailed descriptions of laboratory techniques should not be included (i.e., measurements were made of calcium, phosphate and creatinine). Do not mention the institution where the work was performed in the body or title of the abstract.
  - RESULTS: The results should occupy one-half to two-thirds of the abstract, and specific data necessary to evaluate the abstract should be included. If there is concern that additional data would enhance the abstract, then please strongly consider including it. Statements such as "data will be discussed at the presentation" are grounds for disqualification. *Late-breaking abstracts that are accepted will have until December 9, 2022, to finalize their results.*
  - CONCLUSIONS: The conclusion should be no more than 2 or 3 sentences regarding the significance of the results in the context of the original objectives. *Late-breaking abstracts that are accepted will have until December 9, 2022, to finalize their conclusions.*
- **Learning Objective:** Your learning objective should be a clear, concise statement of what participants should be able to do as a result of the CME activity.
- **Table or Image:** You may add **one table OR one image** to your Oral or ePoster abstract (not both). Characters will not be deducted from the total character count for tables and images. Tables and Images can be easily edited or deleted any time before the submission deadline.

- **Presentation Type:** You may select one of the following options when submitting your abstract: Either Oral or ePoster; Oral Presentation Only; ePoster Only; Video Session Only. Instructions for video abstracts are listed below.
- **Category:** It is **extremely important** that you properly categorize your abstract so that it will go to the appropriate review group.
- **Authors:** Please enter all authors and their locations (including yourself) in the order they should appear in the heading of the abstract. <u>All</u> authors must be listed with full first name, middle initial, last name and degree. **Your name is defaulted as the presenter and first author.** Please adjust if this is incorrect. Full instructions are listed on the submission site. Once acceptance letters are sent out, you will be able to make edits to authors and presenters. This final information will be due end of November.
- **Disclosure, Release and IRB Approvals:** The SSO requires each lead author to provide a Presenter Release, Institutional Review Board (IRB) approval (if applicable), and disclosure of financial relationships. All authors and presenters must disclose · all financial relationships with any ineligible companies that have occurred within the past 24 months and acknowledge any support from ineligible companies for studies relating to the abstract. Please refer to the Conflict-of-Interest Policy listed below. All authors and co-authors must agree with the abstract content to be considered for presentation. Please refer to specific requirements in the submission process. Disclosure instructions will be sent with acceptance letters.
- **Abstract Revisions:** You can edit your abstract on the submission website before the deadline. Once the submission deadline has passed, typos or spelling corrections are only permitted. You must contact SSO for any additional edits after October 5th.
- **Awards·** Review the awards listed below. If your abstract is eligible for an award, please select the award during the submission. Award winners will be notified by **January 2023.**

ePoster Instructions

All posters will be presented on an ePoster monitor – no physical printed poster will be displayed.

ePoster Guidelines
ePoster presentations are meant to highlight compelling visual features such as images that you would not otherwise be able to do in the traditional format. When preparing your presentation, please keep the following things in mind:

Preparing the Presentation
- ePosters format should be **ONE static single slide** in PPT or single page in PDF.
- There will be ePoster stations at each of the HUB Zones.
- Highly scored posters will be invited to present a 5-minute poster presentation. Your acceptance letters will specify if your poster is ePoster only, or ePoster with presentation.
- Accepted ePosters will receive more instructions in November.
- Accepted poster presenters are expected to register and attend in-person.

VIDEO SUBMISSION INSTRUCTIONS

The SSO will accept video abstract submissions depicting innovative techniques used to treat common or complex problems, interesting cases or demonstrations, or new therapies or applications for a specific disease site. **Promotional videos (personal or commercial) will not be considered.**

<u>Video abstracts and video files</u> must be submitted on the SSO 2023 Abstract site **by October 5, 2022.**

Instructions for Submitting a Video Abstract:
1. Submit your abstract as listed above. Select "Video Session Only" under "Presentation Type."
2. Follow the steps within the Abstract Submission system.
3. Accepted Video Abstracts will be required to upload final video presentations by **March 3, 2023.**
4. Finalize your video with a voiceover in clear English language.
   - Submitted videos, if accepted, become the intellectual property of SSO.
   - Acceptable file size: up to 2 GB
   - Acceptable frame size: no smaller than full screen (640 x 480 or 720 x 820 pixels)
   - Length of Video: 8 minutes (maximum)

CONFLICT OF INTEREST POLICY

As required by the ACCME Standards for Integrity and Independence in Accredited Continuing Education, all planners, reviewers, presenters, instructors, moderators, authors, and other individuals in a position to control or influence the content of an activity must disclose **ALL** financial relationships with any ineligible company that have occurred within the past **24 months**. **Ineligible companies are those that cannot be accredited in the ACCME System and whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.**

Per ACCME, there is no minimum financial threshold for financial relationships; individuals must disclose all financial relationships, regardless of the amount, with ineligible companies. Individuals must disclose regardless of their view of the relevance of the relationship to the education.

As the accredited provider, SSO is responsible for identifying relevant financial relationships between individuals in control of educational content and ineligible companies and managing these to ensure they do not introduce commercial bias into the education. Financial relationships of any dollar amount are defined as relevant if the educational content is related to the business lines or products of the ineligible company.

All identified conflicts of interest must be resolved, and the educational content vetted for fair balance, scientific objectivity, and appropriateness of patient care recommendations. Learners must be informed that all relevant financial relationships have been mitigated prior to engaging in accredited education. Learners must also be informed when off label; experimental/investigational uses of drugs or devices are discussed in an educational activity or included in related materials.

SSO requires all learners receive disclosure information before engaging in accredited education. Disclosure to learners must include:

- The first and last name of individual with the financial relationship.
- The names of the ineligible companies with which they have relationships.
- The nature of the relationships.
- A statement that all relevant financial relationships have been mitigated.

Disclosure to learners must not include ineligible companies' corporate or product logos, trade names, or product group messages.
SSO must inform learners about planners, faculty, and others in control of content (either individually or as a group) with no relevant financial relationships with ineligible companies.

Companies that are ineligible to be accredited in the ACCME System (ineligible companies) are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. ACCME does not consider providers of clinical service directly to patients to be ineligible.

ABSTRACT SELECTION PROCESS & PRESENTATIONS

All abstracts are subject to a blind peer-review by members of the SSO Scientific Program Committee, Breast Disease Site Work Group, Colorectal Disease Site Work Group, Endocrine/Head & Neck Disease Site Work Group, Gastrointestinal Disease Site Work Group, HPB Disease Site Work Group, Melanoma Disease Site Work Group, Peritoneal Surface Malignancy Disease Site Work Group, Sarcoma Disease Site Work Group, and Quality Committee. The Scientific Program Committee makes all final decisions relative to the abstract selection and scheduling.

All reviewers, session planners and invited faculty will be required to disclose all financial relationships through the online system, helping to ensure high-quality, unbiased presentations and compliance with CME regulations. In addition, all authors must disclose all financial relationships during the submission process before their abstract will be considered and graded.

ABSTRACT NOTIFICATIONS

Each abstract submitter will receive an email acknowledging receipt of the abstract after initiating a submission and after completing a submission. If the abstract is selected for inclusion in SSO 2023, the presenting author listed will receive an invitation to participate from the Scientific Program Committee by early-November 2022.

If a first author/presenter chooses to withdraw his or her abstract for any reason, a request must be submitted by end of November. A deadline date will be provided in your acceptance letter. Any abstract withdrawal requests received after this date will be considered on a case-by-case basis and cannot be assured removal from the Abstract edition of the *Annals of Surgical Oncology* or meeting materials.

CONTESTS & AWARDS

SSO is offering several awards for abstracts submitted for SSO 2023. You may request consideration for the following awards when submitting your abstract. Applicants for the awards are limited to those who submit an abstract for consideration by the SSO Scientific Program Committee by the abstract submission deadline. Award consideration criteria are detailed below and are included in the submission instructions on the submission site. **Please check all boxes appropriate to the award(s) for which you wish to be considered.** Papers published or presented elsewhere prior to March 22, 2023, are not eligible for an award.

James Ewing Harvey Baker Traveling Fellow Award
Each year the SSO awards a **$1,500 award** to a fellow whose paper is accepted for presentation at SSO 2023 to help underwrite their research.

Conditions:
- The abstract must be submitted by a resident or fellow of an ACGME accredited General Surgical residency, Surgical Oncology fellowship or SSO approved Breast Surgical Oncology Fellowship Program, working with, or sponsored by, a member of the SSO. The paper should represent primarily the work of the resident or fellow, although he/she may list one or more co-authors. A person who has already completed his/her residency or

fellowship may be a candidate if the work was done during his/her period of training and he/she is no more than one-year post-residency or fellowship at the time of SSO 2023. International residents and fellows should also include a letter from their program director stating that they are in an appropriately accredited General Surgery residency or Surgical Oncology fellowship training program.
- The paper must be presented by the resident or fellow at SSO 2023.
- All finalists must **send a letter** from their training program director, chief of service, or department chairperson confirming that they are a fellow or resident, or they may be disqualified. Full instructions will be sent to those selected.

Annual Resident/Fellow Essay Awards (Clinical Research and Basic Science Research)
SSO offers two **$1,000 Resident/Fellow Essay Awards**: one for the best Clinical Research paper and one for the best Basic Science Research paper.

Conditions:
- The abstract must be submitted by a resident or fellow of an ACGME accredited General Surgical residency, Surgical Oncology fellowship or SSO approved Breast Surgical Oncology Fellowship Program, working with, or sponsored by, a member of the SSO. The paper should represent primarily the work of the resident or fellow, although he/she may list one or more co-authors. A person who has already completed his/her residency or fellowship may be a candidate if the work was done during his/her period of training and he/she is no more than one-year post-residency or fellowship at the time of SSO 2023. International residents and fellows should also include a letter from their program director stating that they are in an appropriately accredited General Surgery residency or Surgical Oncology fellowship training program.
- The paper must be presented by the resident or fellow at SSO 2023.
- All finalists **must send a letter** from their training program director, chief of service, or department chairperson confirming that they are a fellow or resident, or they may be disqualified.
- The Scientific Program Committee will select the winning papers based on the highest scored abstract.

SSO Top-Rated Poster Award

SSO will offer ten **$500 awards** for the top-rated poster abstracts. An award will be given to the top-rated poster abstracts within each of the following categories. The abstract must be submitted by a trainee, medical student, resident or fellow of an ACGME accredited General Surgical residency, Surgical Oncology fellowship or SSO approved Breast Surgical Oncology Fellowship Program.

- Colorectal
- Breast
- Disparities
- HPB
- Endocrine/H&N
- Melanoma/SLN
- PSM
- Quality
- Sarcoma
- Upper GI/Thoracic

The presenters of the top-rated poster abstracts will be selected for poster presentation by the Scientific Program Committee.

Dale Han Award

This award was developed through sponsorship from the Sentinel Node Oncology Foundation in combination with the Society of Surgical Oncology in 2021 to recognize excellence in research focused on skin cancers. This award was named to honor the late Dr. Dale Han, a beloved surgical oncologist who was passionate about research and about teaching and mentoring trainees. This award is made annually to a postdoctoral surgical resident or surgical oncology fellow whose work is being presented at the International Conference on Surgical Cancer Care and includes a **$3,000** stipend award to the trainee to help sponsor travel expenditures to the annual meeting.

The goal of the award is to recognize excellence in clinical, translational or basic science research focused on the management of skin cancer.

- The award will be made to the author of the abstract which secures an oral presentation at the SSO 2023 meeting, is selected by the Sentinel Lymph Node Working Group Committee and focuses on skin cancer and further meets the criteria below.
- The abstract must be submitted by a resident or fellow of an ACGME accredited General Surgical residency, Surgical Oncology fellowship or SSO approved Breast Surgical Oncology Fellowship Program, working with, or sponsored by, a member of the SSO. The paper should represent primarily the work of the resident or fellow, although he/she may list one or more co-authors. A person who has already completed his/her residency or fellowship may be a candidate if the work was done during his/her period of training and he/she is no more than one-year post-residency or fellowship at the time of SSO 2023. International residents and fellows should also include a letter from their program director stating that they are in an appropriately accredited General Surgery residency or Surgical Oncology fellowship training program.
- The paper must be presented by the resident or fellow at SSO 2023.

Dr. Thomas K. Weber Colorectal Cancer Research Scholar Award
The Colon Cancer Foundation and the SSO developed this award in 2011 to recognize excellence in translational research focused on the molecular biology of colorectal cancer. This award was renamed in 2020 to honor the late Dr. Thomas Weber, the Colon Cancer Foundation's founder. This award is made annually to a postdoctoral surgical oncology fellow whose work is being presented at the International Conference on Surgical Cancer Care and includes a **$2,000 award** to a surgical oncology fellow to help underwrite their research.

Conditions:
- The goal of the award is to recognize excellence in translational research focused on the molecular biology of colorectal cancer. In providing this award, CCF seeks to both support and promote colorectal cancer research. The Foundation has a special interest in the biology of early age of onset and hereditary colorectal cancer. However, research into other areas of colorectal cancer including novel treatments and innovative minimally invasive screening technologies will also be considered.
- The award will be made to the author of the abstract which secures the highest review score from the Scientific Program Committee, focuses on colorectal cancer and meets the criteria set by the Foundation as described above.
- The abstract must be submitted by a resident or fellow of an ACGME accredited General Surgical residency, Surgical Oncology fellowship or SSO approved Breast Surgical Oncology Fellowship Program, working with, or sponsored by, a member of the SSO. The paper should represent primarily the work of the resident or fellow, although he/she may list one or more co-authors. A person who has already completed his/her residency or fellowship may be a candidate if the work was done during his/her period of training and he/she is no more than one-year post-residency or fellowship at the time of SSO 2023.

<u>International residents and fellows</u> should also include a letter from their program director stating that they are in an appropriately accredited General Surgery residency or Surgical Oncology fellowship training program.

- The paper must be presented by the resident or fellow at SSO 2023.
- All finalists **must send a letter** from their training program director, chief of service, or department chairperson confirming that they are a fellow or resident, or they may be disqualified. <u>Full instructions will be sent to those selected</u>.

FURTHER QUESTIONS?

If you have any questions regarding the Call for Abstracts or SSO 2023, please call the SSO during business hours at 847-427-1400, or email speakers@surgonc.org**.**

Technical questions or problems with the system should be directed to the CadmiumCD Support Team. They can be reached by clicking the "Technical Support" link at the top right-hand corner of the submission screen or by emailing Support@cadmiumcd.com. Please be sure your message contains your name, phone, email and an explanation of the problem. Tech Support is available from Monday at 9:00 am through 9:00 pm Friday, EST.