



Society of Gynecologic Oncology

Society of Gynecologic Oncology
2022 Annual Meeting on Women's Cancer®
General Guidelines for Abstract, Surgical Film, and Trials in
Progress Submissions

Abstracts and Surgical Films are selected on the basis of scientific merit through a blinded peer review process. The Program Committee reserves the right to select the most appropriate forum for presentation.

The Society of Gynecologic Oncology (SGO) encourages all medical professionals who are a part of the women's cancer care team to submit original research for peer-review by the 2022 Annual Meeting Program Committee. Submitters will be encouraged to propose innovative ideas. Novel approaches do not need significant sample sizes resembling clinical trial design; rather, they should show innovative ways to advance science in gynecologic oncology to ultimately lead to the SGO Mission of eradicating women's cancer.

Submissions of completed studies may address any topic relevant to SGO's mission.

Objectives, Methods, Results, and Conclusions must be clearly identified within the submission.

Individuals with abstracts selected for presentation will be asked to postpone publication of their manuscript in any journal until the conclusion of the Annual Meeting. Abstracts selected for inclusion in the 2022 Annual Meeting will be published in *Gynecologic Oncology* by the fall of 2022. For those authors wishing to submit manuscripts for publication in *Gynecologic Oncology*, its editors will make every effort to ensure that accepted papers are promptly published after the Annual Meeting.

Trials in Progress posters provide an opportunity for members of the SGO research community to present ongoing trials to encourage collaboration and discussion. All phases of clinical research (phases I to III, supportive care, nonpharmacologic interventions) may be submitted as a Trials in Progress abstract. **Unlike abstracts, Trials in Progress that have been submitted to or presented at other meetings are eligible for submission to the SGO 2022 Annual Meeting. Trials submitted must be ongoing and cannot have reached pre-specified endpoints for analysis. As such, inclusion of conclusions and results would be improper and is strictly forbidden.**

Expenses associated with the submission and presentation of an abstract or film are the responsibility of the presenter and are not reimbursed nor covered by the Society of Gynecologic Oncology.

There is a 3,000-character count limit for all submissions. This includes spaces, but does not include your title, author string, nor the single allotted table *or* graph.

General Submission Guidelines

1. Anyone may submit an abstract or film for consideration. Membership in SGO is not required for any presenting author or co-author noted on the submission. Author disclosures for the presenting author and all other authors must be declared at the time of abstract submission. **Any abstract that is missing any of the authors' disclosures will be considered incomplete and will not be considered.** If any of the authors is employed by a company as defined by the [CMSS Code for Interactions with Companies](#) or according to SGO's conflict of interest policy, which complies with ACCME/Joint Accreditation [regulations regarding the influence on CME content by persons with commercial interest](#), either s/he will be required to not make any recommendations relevant to the relationship or an alternate presenter who does not have a relevant financial relationship must be named if the abstract is accepted.
2. Submitted abstracts must represent new, unpublished scientific data at the time of presentation.
3. Submission of an abstract or surgical film constitutes a commitment by the author(s) to present it if accepted.
4. 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.
5. An abstract or surgical film must have a title that indicates the nature of the investigation, but **does not include author or affiliation identifying terms.** Use sentence case and capitalize the first word in the title only.

Example: The current clinical use of HPV genotyping

6. Do not use abbreviations in the title of the abstract, with the exception of DNA, RNA, and HPV. 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.
7. A maximum of twenty-four (24) co-authors, in addition to the primary author, are allowed per submission. All are responsible for completing their financial disclosure forms electronically and agree to all accreditation and presentation terms.
8. 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.**
9. **Do not include authors' names or other identifying information in the body of the abstract. Within the title and text of the abstract, omit any reference to your institution to ensure proper and blinded review.**
10. Use generic drug names and International Systems Units. Trade names and logos should not be used. If this is unavoidable, it must be noted how and why.

11. Upon acceptance to present from both SGO and the presenting author, the author string and title of all accepted abstracts, surgical films, and International submissions may be published online or in SGO marketing materials. Full abstracts will be embargoed and will not be made available until the scheduled day of presentation.
12. All PDF presentations from all sessions will be available to Annual Meeting on Women's Cancer® registered attendees following the conclusion of the meeting through the Annual Meeting App and/or SGO website/SGO ConnectEd.

Abstract Submission Regulations

1. Each Abstract Submission must **clearly** identify the following:

Objectives: an introductory sentence indicating the purpose of the study

Methods: a brief description of pertinent experimental procedures, including statistical evaluation where appropriate

Results: a summary of the NEW, UNPUBLISHED DATA

Conclusions: a statement of the conclusions

Abstracts submitted as Trials in Progress Posters must be ongoing and cannot have reached pre-specified endpoints for analysis. **As such, inclusion of conclusions and results would be improper and is strictly forbidden.**

Please note: There is a 3,000-character count limit for all submissions. This includes spaces but does not include your title, author string, nor single allotted table *or* graph.

2. Each Abstract Submission is limited to **one (1) table *or* graph**.
3. Specific instructions on uploading your submission are included within the submission site. For technical support, please click on the Feedback and Support bar located on the right side of the abstract submission window.

Surgical Film Submission Regulations

1. Peer-reviewed surgical films selected to the 2022 Annual Meeting program may be featured in any of the educational sessions, plenaries, and/or in the Exhibit Hall.
2. Surgical Film submissions will be evaluated based on educational content and audio/visual quality. All films **must** also meet the following requirements:
 - i. Films must be uploaded to the submission site for consideration clicking the UPLOAD A FILE button and selecting the appropriate file.
 - ii. Films **cannot exceed 10 minutes** in duration.
 - iii. Films must include sound.
 - iv. Films must be at regular speed.
 - v. Films must be submitted in .AVI, .MOV, or .MP4 formats (.MP4 files preferred).
 - vi. Films must be free of commercial or product bias, including logos wherever possible.

3. Please take file size into consideration when submitting your surgical films. We ask that you restrict your film to a maximum of 300 MB. Please contact education@sgo.org if your file size exceeds 300MB. If your surgical film is accepted for presentation, you will have the opportunity to submit a higher resolution file for presentation.

Trial in Progress Poster Submissions

1. Each Trial in Progress (TiP) Poster submission must clearly identify the following:

Objectives: an introductory sentence indicating the purpose of the study

Methods: a brief description of pertinent experimental procedures, including statistical evaluation where appropriate

2. Tables, graphs and images are NOT accepted as part of a TiP submission.

3. **TiP submissions must include the ClinicalTrials.gov NCT number.**

Onsite Regulations

1. Unauthorized recordings of sessions by means of audio tapes, video, or still photography requiring flash devices, special lighting, or bulky equipment are prohibited. The SGO reserves the right to all video and/or audio recordings of presentations at The Annual Meeting on Women's Cancer®.
2. Expenses associated with the submission and presentation of an abstract, surgical film, or International Session submission are the responsibility of the presenter, and are not reimbursed or covered by the Society of Gynecologic Oncology.
3. SGO Reserves the right to reject abstracts or withdraw presentations at any time if the aforementioned rules are not followed or at our discretion.

Abstract Embargo Policy

1. News media
 - a. For oral presentations, the embargo lifts the day of the session in which the presentation is being made.
 - b. For poster presentations, the embargo lifts the day of the poster session containing the poster for viewing.
2. Full abstracts may be made available to approved news media upon individual request in advance of the meeting provided they agree to abide by the embargo policy and approval by SGO.
3. Abstract titles, authors and affiliations may be made publicly available at any time upon acceptance/approval by the Program Committee.
4. Full abstracts and PowerPoint presentations shall be made publicly available on the meeting app and website on the morning of the day on which abstracts are presented.
5. Late-breaking abstracts:
 - a. Titles, presenters and affiliations will be announced on site during the meeting through signage, break slides, meeting app announcements and other available communications.
 - b. Full abstracts and PowerPoint presentations will be made publicly available on the meeting app and website on the day of the late-breaking abstract session, or (depending on the capability of the abstract software) at the start of the Late-breaking Abstracts Session.
6. Full abstracts will be published as an online abstract supplement in *Gynecologic Oncology*. A PDF of the abstracts may remain available on the SGO website.
7. PowerPoint presentations will remain available for 30 days following the meeting, after which requests for presentations must be directed to the authors.

For any questions regarding the above guidelines and regulations or any other matter pertaining to abstract or surgical film submissions for the SGO Annual Meeting on Women's Cancer®, please email us at education@sgo.org.