

2012 Breast Cancer Symposium

September 13-15, 2012 San Francisco, CA

Co-sponsored by the American Society of Breast Disease (ASBD), The American Society of Breast Surgeons, American Society of Clinical Oncology (ASCO), the American Society for Radiation Oncology (ASTRO), National Consortium of Breast Centers, Inc (NCBC), and the Society of Surgical Oncology (SSO)

ABSTRACT SUBMISSION GUIDELINES

Abstract Submitter Opens: March 28, 2012

Abstract Submission Deadline: May 15, 2012 by 11:59 PM EDT

Late-Breaking Abstract Submission Deadline: July 27, 2012 (after initial placeholder by the March 15th deadline)

Abstracts must be submitted online using the official **2012 Breast Cancer Symposium Abstract Submitter**. E-mails and word processing files submitted outside this program will not be accepted.

Essential Elements for Submission

- Abstracts presented prior to the Symposium (but not published as a manuscript subsequent to presentation) are allowed for presentation at the Breast Cancer Symposium.
- Summaries of new, ongoing, and updated research in the area of Breast Cancer will be acceptable for submission and presentation.
- First authors must agree at the time of submission to present the abstract if it is selected for presentation at the Symposium. (This includes being present during the scheduled time of a Poster Session.)
- The body, title, and table of the abstract can be no longer than 2,000 characters, not including spaces.
- Author disclosure for the first author and all co-authors must be declared at the time of abstract submission. **If the first author is employed by a commercial interest as defined by the ACCME, an alternate presenter who does not have a relevant employment relationship must be named if the abstract is selected for presentation in an oral abstract session.**
- The abstract must be organized according to four sections, identified by the following headers (in bold): **Background, Methods, Results, and Conclusions.**
- A **nonrefundable** \$60 administrative fee, payable at the time of submission, will be associated with all abstract submissions.

Confidentiality Policy

All First Authors and Sponsors of submitted abstracts must agree to the following **Confidentiality Policy**:

Submitted Abstracts are considered Confidential and are subject to the Abstract Policies of the Symposium from the time of submission.* For a study to be eligible for presentation, information contained in the abstract, as well as additional data and information to be presented about the study, may not be disclosed before the findings have been publicly released in conjunction with the Symposium.

The Abstract Policies require that, prior to the abstract being publicly released by the Symposium, the author, coauthors, and sponsor of the research not:

- 1) publish the information or provide it to others who may publish it,
- 2) release the findings to news media, or
- 3) use the information for trading in the securities of any issuer, or provide it to others who may use it for securities trading purposes.

The First Author is responsible for conveying this information to all parties.

**The one exception to these policies applies to abstract information that has been previously made public through presentation at another meeting. In these cases, confidentiality applies only to any updated information.*

There is a formal exception process in place to address public disclosure in advance of the Symposium due to Securities and Exchange Commission requirements. To file an official Abstract Policy Exception Request, please contact ASCO directly.

Responsibilities of the First Author

Individuals may serve as First Author of more than one abstract.

First Authors must:

- Verify that, if necessary for the work reported, the clinical research represented in the abstract was approved by an appropriate ethics committee or institutional review board and, if appropriate to this research, informed consent was obtained for all subjects.
- Verify that all coauthors are aware of the contents of the abstract and support its data.
- Agree, on behalf of all authors, to transfer copyright to ASCO.
- Agree to present the abstract if it is selected for presentation at the Symposium. (This includes being present during the scheduled time of a Poster Session.)
- Complete the process to submit the abstract through the online submitter program, including obtaining and providing author disclosure information for the First Author and all coauthors.

Topic Category Selection

Authors must select one topic category that best fits the subject of their abstract. The Breast Cancer Symposium Program Committee reserves the right to recategorize an abstract.

- Risk Assessment, Prevention, Detection and Screening
- Survivorship and Health Policy
- Systemic Therapy
- Local/Regional Therapy

Presentation Types

Oral Presentations

These sessions includes several 10-15 minute presentations of abstracts representing important clinical and translational research findings by topic category. Presenting authors may use PowerPoint slides to accompany their oral presentation. Experts in the field (Discussants) are chosen to provide comprehensive themed discussions of the findings from predetermined abstracts.

General Poster Session

Selected abstracts will be presented in poster sessions that are one to two hours long. First Authors should be available throughout the poster session to informally answer questions from attendees regarding the information presented.

Instructions for Abstract Submission

Please make special note of the following when preparing your abstract.

- Describe the objectives and results of the research in the abstract so that the Program Committee can evaluate the quality and completeness of the abstract.
- Do not use proprietary names in the title or body of the abstract. If necessary, you may include the proprietary name in parentheses directly after the generic name on first use in the body of the abstract.
- Organize the abstract according to four sections, identified by the following headers (in bold): **Background, Methods, Results, and Conclusions.**
- You may include one data table with the abstract. Do not include illustrations.
- You may use abbreviations if they are spelled out or defined after their first mention. Take particular care to identify complex chemotherapeutic regimens.
- Do not exceed 2,000 characters (approximately 300-350 words), not including spaces, for the total of your abstract title, body, and table.
- List no more than 20 individual authors for each abstract. In addition to the 20 authors, an authoring group may also be listed to indicate the remaining authors.

In order to successfully complete an online submission, authors will need to provide the following information:

- **First Author (Presenting Author):** The name, institution, address, telephone number, and e-mail address of the First Author. The First Author (Presenter) will receive all future correspondence from ASCO.
- **Coauthor(s):** The name, institution, and e-mail address of each coauthor.

- **Topic Category:** The most appropriate topic category for the abstract, according to the list of topics online (which also appears above). Please note that the Program Committee has the authority to recategorize an abstract.
- **Disclosure Declaration:** Disclosure information for the First Author as well as for all coauthors. **If the first author is employed by a commercial interest as defined by the ACCME, an alternate presenter who does not have a relevant employment relationship must be named if the abstract is selected for presentation in an oral abstract session.**

Late-Breaking Abstracts

The Breast Cancers Symposium late-breaking abstracts policy allows the submission of late-breaking abstracts for important new developments from **Phase III clinical research trials** that will have an impact on practice or research **for which no preliminary data are available at the time of the abstract submission deadline** (May 15, 2012). A preplanned analysis must be scheduled after May 15 but before July 27, 2012 (deadline for the final, updated late-breaking abstract). The policy is not a mechanism to allow for updated data to be submitted later when preliminary data are available by the abstract submission deadline.

Note that a decision regarding **potential** presentation does not guarantee that the abstract will be selected for presentation after review of the updated data. **Final decisions regarding the selection of late-breaking abstracts will be made after the July 27, 2012 deadline.**

First authors of late-breaking abstracts have an opportunity to request that the abstract be withdrawn if the Committee deems it acceptable for publication only.

Merit Awards

A limited number of Merit Awards will be given to fellows and residents who submit high-quality abstracts. Merit Award winners will receive a monetary award, as well as complimentary registration for the 2012 Breast Cancer Symposium and access to Symposium housing reserved for ASCO. Fellows and residents who wish to apply for a Merit Award should check the box located in the “Additional Information” section of the submitter, indicating they wish to apply for a Merit Award. Applicants will be required to upload a letter of support from his or her Training Program Director and a two-page curriculum vitae. Individuals who are selected for a Merit Award will be notified of their award in mid-July.

Correspondence

Each First Author/Presenter will receive an e-mail acknowledging receipt of the abstract after initiating a submission and after completing a submission. The First Author (Presenting author) will receive a letter of notification from the Program Committee regarding its decision by early July.

Policies Related to Abstract Submission

Conflict of Interest Policy

In compliance with standards established by [the ASCO Conflict of Interest Policy](#) (*J Clin Oncol.* 2006 Jan 20;24[3]:519–521) and the Accreditation Council for Continuing Medical Education (ACCME), ASCO strives to promote balance, independence, objectivity, and scientific rigor through disclosure of financial and other interests, and identification and management of potential conflicts. According to the Society’s Conflict of Interest Policy, the following financial and other relationships must be disclosed: employment or leadership position, advisory role, stock ownership, honoraria, research funding, expert testimony, and other remuneration (*J Clin Oncol.* 2006 Jan 20;24[3]:520).

For clinical trials that began accrual on or after April 29, 2004, ASCO’s Policy places some restrictions on the financial relationships of principal investigators (*J Clin Oncol.* 2006 Jan 20;24[3]:521). If a principal investigator holds any restricted relationships, his or her abstract may be ineligible for placement in the 2012 Breast Cancer Symposium.

NIH-funded trials are exempt from the Policy restrictions. ASCO will collect information on accrual initiation date, financial relationships of the principal investigator, and NIH funding upon abstract submission. It is the responsibility of the First Author to obtain disclosure information from all coauthors and to provide all disclosure of such interests and relationships through the Abstract Submitter program. Copies of the Disclosure Form can be sent to coauthors for completion and returned before submission of the abstract.

For more information on the ASCO Conflict of Interest Policy, the principal investigator restrictions, and applying for an exception to the Policy, please visit www.asco.org/conflictinterest.

Annual Meetings

If you intend to submit an abstract for the Annual Meeting of a co-sponsoring organization, please read below the policy regarding whether or not abstracts presented at the Breast Cancer Symposium will be eligible for presentation at the co-sponsors' Annual Meeting.

ASBD - An abstract submitted for presentation at the 2012 Breast Cancer Symposium may also be submitted for presentation at the 2012 ASBD Annual Meeting.

The American Society of Breast Surgeons – An abstract submitted for presentation at the ASCO 2012 Breast Cancer Symposium may not be submitted for presentation at the American Society of Breast Surgeons 2012 Annual Meeting.

ASCO – An abstract submitted for presentation at the 2012 Breast Cancer Symposium may also be submitted for presentation at the 2012 ASCO Annual Meeting.

Note: If your abstract is to be considered for presentation at the ASCO Annual Meeting, you are encouraged to submit updated data. You will also need to resubmit your abstract using ASCO's 2012 Annual Meeting Online Submitter.

ASTRO - Abstract submissions of papers presented at the Breast Cancer Symposium will be accepted for consideration in ASTRO's 2012 Annual Meeting Scientific Program.

NCBC - Abstract submissions of papers presented at the Breast Cancer Symposium will be accepted for consideration in NCBC's 2012 Annual Meeting Scientific Program.

SSO – An abstract submitted for presentation at the Breast Cancer Symposium may also be submitted for presentation at the 2012 SSO Annual Meeting.