

2013 Breast Cancer Symposium

September 7 – 9, 2013—San Francisco, California

Cosponsored 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)

Key Dates:

Abstract Submission Website Opens: Late March 2013

Abstract Submission Deadline: May 7, 2013, at 11:59 PM EDT

Abstract Notifications sent to the First Author: Late June 2013

Late-Breaking Abstract Deadline: July 23, 2013

Change/Withdraw Deadline: July 25, 2013

2013 Breast Cancer Symposium: September 7-9, 2013

ABSTRACT SUBMISSION GUIDELINES

Abstracts must be submitted online using the official **2013 Breast Cancer Symposium Abstract Submitter**.

1. Call for Abstracts:

- Summaries of new, ongoing, and updated research in the area of breast cancer will be acceptable for submission and presentation.
- Case Reports and abstracts on “trials in progress” or ongoing clinical trials are not suitable for submission to this Symposium.
- Authors must select one disease site and 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
 - High Risk
 - General Screening
 - Genomics
 - Survivorship and Health Policy
 - Survivorship
 - Health Policy
 - Systemic Therapy
 - Advanced Disease
 - HER2 Positive
 - Triple-negative
 - Local/Regional Therapy
 - Biology in Local/Regional Management
 - Ductal Carcinoma In Situ
 - Management of Node Positive Disease

2. Submission Policies and Criteria:

- **Prior Publication:** For a study to be eligible for acceptance to the Breast Cancer Symposium, the contents and conclusions of the abstract must not be presented at any scientific, medical, or educational meeting of 500 registrants or more or be **published in a scientific, medical, or educational publication (in any medium), in whole or in part**, before the Symposium. The exception to this is presentation at the co-sponsoring societies' Annual Meetings (Please see section 9).
- **First Author Disclosure:** Author conflict of interest disclosure for the first author and all coauthors must be declared at the time of abstract submission. If the first author is employed by a company as defined by the CMSS Code for Interactions with Companies (see below), 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.

Company: is defined in the CMSS Code for Interactions with Companies, as “a for-profit entity that develops, produces, markets, or distributes drugs, devices, services or therapies used to diagnose, treat, monitor, manage, and alleviate health conditions. This definition is not intended to include non-profit entities, entities outside of the healthcare sector, or entities through which physicians provide clinical services directly to patients.”

- **Submission Fee:** A nonrefundable \$60 administrative fee, payable at the time of submission, will be associated with all abstract submissions.
- **Abstract Change Deadline:** Following the abstract submission deadline, First Authors may request corrections to rectify errors (e.g., typos, misspellings) within abstract submissions. Requests must be submitted to breastsymposium@asco.org by date to be determined. **Updates to original data will not be permitted, as changes are permissible only for the correction of errors.**
- **Abstract Withdraw Deadline:** If a First Author chooses to withdraw his or her abstract for any reason, a request must be submitted by to be determined to breastsymposium@asco.org. Any abstract withdrawal request received after this date will be considered on a case-by-case basis and cannot be assured removal from the *Symposium Proceedings*.
- **Confidentiality Policy:** Submitted abstracts are considered both **CONFIDENTIAL** and **EMBARGOED** 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 made public before the findings have been presented/published in compliance with the Embargo Policy. [**The one exception to these policies applies to abstract information that has been previously made public through presentation at another meeting. In these cases, the confidentiality and embargo policies apply only to any updated information.**] **The First Author is responsible for conveying this information to all parties.**

The Confidentiality and Embargo Policies require that, prior to the embargo being lifted, the author, and coauthors of the research not:

- Publish the information or provide it to others who may publish it,
- Release the findings to news media, or
- Use the information for trading in the securities of any issuer, or provide it to others who may use it for securities trading purposes.

3. Responsibilities of the First Author

- Individuals may serve as First Author of more than one abstract.
- Verification 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.
- Verification that all coauthors are aware of the contents of the abstract and support its data.
- Agreement, on behalf of all authors, to transfer copyright to ASCO.
- Agreement 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.)
- Agreement that the same contact information and email address will be used for each abstract if submitting more than one abstract.

4. Instructions for Abstract Submission

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

- Organize the abstract according to four sections, identified by the following headers: Background, Methods, Results, and Conclusions.
- 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.
- You may include one data table with the abstract. Do not include illustrations or graphics.
- 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, telephone number, and email address of the First Author is required. The First Author (Presenting Author) will receive all future correspondence from ASCO.
- **Coauthor(s):** The name, institution, and email address of each coauthor. Academic degrees of coauthors are not needed.
- **Intent to Submit Late-Breaking Abstract:** This box must be checked (either yes or no). Abstracts lacking data in the Results section of the abstract will be considered for late-breaking abstract status only when this box is checked.
- **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 and all coauthors is required.

5. Late-Breaking Abstracts

- The Breast Cancer Symposium late-breaking abstracts policy allows the submission of late-breaking abstracts for important new developments from **Phase I, II, and 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 7, 2013).
- A preplanned analysis must be scheduled after May 7 but before July 23, 2013, the 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).
- At the time of the Breast cancer Symposium Program Committee's initial review of late-breaking abstracts (after the May 7 deadline), three decisions are possible:
 - **Potential** presentation in a session (oral or poster)
 - Publication only in the *2013 Breast Cancer Symposium Meeting Proceedings*
 - Rejection
- 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 23, 2013 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.

6. Presentation Types

- **Oral abstract presentations** will be approximately 10 minutes in length. Presenting authors may use slides to accompany their presentation. Those who have disclosed relevant employment relationships with commercial interests as defined by the CMSS will be prohibited from presenting and must select an alternate presenter with no relevant employment relationships.
- **General Poster Sessions:** 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.

7. 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 (Presenter) will receive a letter of notification from the Program Committee regarding its decision by late June.

8. Merit Awards

Based on funding availability at the time of the Award, a limited number of Merit Awards will be given to fellows who submit high-quality abstracts. Merit Award recipients will receive a monetary stipend, as well as complimentary registration for the Symposium. Fellows who wish to apply for a Merit Award should check the box in the abstract 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 late November.

9. 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 between a trial's Principal Investigator (PI) and the trial's company sponsor (*J Clin Oncol.* 2006 Jan 20;24[3]:521). If a PI holds any restricted relationships, his or her abstract may be ineligible for placement in the 2012 GI Symposium unless the Ethics Committee grants an exception. Exceptions are generally not granted for PIs who have employment relationships with their trial's company sponsor or stock in the company sponsor exceeding \$50,000. Abstracts that receive exceptions will be subject to additional management strategies, including but not limited to additional peer review, advance slide review, and session audits.

ASCO's Conflict of Interest Policy identifies the principal investigator of a clinical trial as "the individual with primary responsibility for the development of the protocol, the conduct of the trial, and the interpretation and dissemination of the trial data." Generally, it is expected that these responsibilities will rest with a single individual designated as the principal investigator and having the unique leadership responsibilities described in the policy. Certain abstracts that do not identify a principal investigator will be asked to answer additional questions.

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 restrictions on PIs and the additional questions for abstracts that do not identify a PI, please visit <http://www.asco.org/rwi>

Presentation at Other Co-Sponsoring Society Meetings

- **ASBD** - An abstract submitted for presentation at the 2013 Breast Cancer Symposium may also be submitted for presentation at the 2013 ASBD Annual Meeting.
- **The American Society of Breast Surgeons** – An abstract submitted for presentation at the ASCO 2013 Breast Cancer Symposium may not be submitted for presentation at the American Society of Breast Surgeons 2013 Annual Meeting.
- **ASCO** – An abstract submitted for presentation at the 2013 Breast Cancer Symposium may also be submitted for presentation at the 2013 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 2013 Annual Meeting Online Submitter.
- **ASTRO** - Abstract submissions of papers presented at the Breast Cancer Symposium will be accepted for consideration in ASTRO's 2013 Annual Meeting Scientific Program.
- **NCBC** - Abstract submissions of papers presented at the Breast Cancer Symposium will be accepted for consideration in NCBC's 2013 Annual Meeting Scientific Program.
- **SSO** – An abstract submitted for presentation at the Breast Cancer Symposium may also be submitted for presentation at the 2013 SSO Annual Meeting.