ASCO’s Quality Care Symposium
Sponsored by the American Society of Clinical Oncology (ASCO)

November 30 – December 1, 2012 in San Diego, CA

ABSTRACT SUBMISSION GUIDELINES

DEADLINE FOR SUBMISSION: July 31, 2012 11:59 PM EDT

These pages address important abstract submission guidelines. You will be able to access this information throughout the submission process at the left-hand side of your screen. To continue past this section, press the continue button at the bottom of the page.

Abstracts must be submitted online using the official 2012 ASCO Quality Symposium Abstract Submitter. E-mails and word processing files submitted outside this program will not be accepted. Each First Author will receive an e-mail to verify the abstract has been received.

Essential Elements for Submission

- Abstracts presented prior to the Symposium (but not published as a manuscript subsequent to presentation) are allowed for presentation at ASCO’s Quality Care Symposium.
- Individuals may serve as a First Author of more than one abstract submitted to the Symposium.
- 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.) If your poster is not displayed, the first author will receive a letter outlining potential penalties.
- 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.
- First Authors must select a topic category that best fits the subject area of their abstract. Final categorization is at the discretion of ASCO’s Quality Care Symposium Planning Committee.
- 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.

Late-Breaking Abstracts
ASCO’s Quality Care Symposium will not have the option for submission of late-breaking abstracts.

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

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 Confidentiality and Embargo Policies require that, prior to the embargo being lifted, the author, and coauthors 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, the confidentiality and embargo policies apply only to any updated information.

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 co-authors 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.)
- If the first author is employed by a commercial interest as defined by the ACCME, select an alternate presenter who does not have a relevant employment relationship if the abstract is selected for presentation in an oral abstract 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 co-authors.
- Use the same contact information and email address for each abstract if submitting more than one abstract.

Topic Category Selection

Authors must select one topic category that best fits the subject of their abstract. The Quality Care Symposium Planning Committee reserves the right to recategorize an abstract.

- Quality Measurement
- Quality Improvement
  - Guideline Recommendation Compliance and Its Effects on Quality
- The Use of IT to Improve Quality
- Involving Patients in Quality Care
  - Patient-Reported Outcomes
  - Communication and Decision-Making

Presentation Types

Oral Abstract Presentation

Space in ASCO’s Quality Care Symposium will be reserved for the oral presentation of abstracts. Oral presentations will be approximately 10-15 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 ACCME 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.

**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 Planning 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.

**Essential Information for Online Submission**

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

- **First Author (Abstract Presenter):** The name, institution, address, telephone number, fax number, and e-mail address of the First Author. The First Author (Presenter) will receive all future correspondence from ASCO.
- **Co-author(s):** The name and institution of each co-author. Academic degrees of co-authors are not needed.
- **Topic Category:** Select a topic category (previously listed).
- **Disclosure Declaration:** Disclosure information for the First Author as well as for all co-authors.

**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 Planning Committee regarding its decision by late-November.

**Merit Awards**

A limited number of Merit Awards will be given to fellows who submit high-quality abstracts. Merit Award winners will receive a monetary award, as well as complimentary registration for ASCO’s Quality Care Symposium and access to Symposium housing reserved for ASCO. Fellows who wish to apply for a Merit Award should check the box located in the “Additional ASCO 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-November.

**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 Continu ing Medical Education (ACCM E), 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 www.asco.org/rwi.

**ASCO Annual Meeting Submission**

An abstract submitted for presentation at ASCO’s Quality Care Symposium may also have been submitted to the 2012 ASCO Annual Meeting or it may be submitted for presentation at the upcoming 2013 ASCO Annual Meeting. If your abstract is to be considered for presentation at the ASCO Annual Meeting, you are encouraged to submit updated data. The Scientific Program Committee will take into account the novelty of data during the abstract selection process.