

ASCO's Quality Care Symposium

November 1-2, 2013—San Diego, California
Sponsored by the American Society of Clinical Oncology (ASCO)

Key Dates:

Abstract Submission Website Opens: Mid May 2013

Abstract Submission Deadline: July 2, 2013 at 11:59 PM EDT

Abstract Notifications sent to the First Author: Week of August 14, 2013

Abstract Change/Withdraw Deadline: September 18, 2013

ASCO's Quality Care Symposium: November 1-2, 2013

ABSTRACT SUBMISSION GUIDELINES

Abstracts must be submitted online using the official **Quality Care Symposium Abstract Submitter**.

1. Call for Abstracts:

- Summaries of new, ongoing, and updated research related to the quality of cancer care 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 topic category and one subcategory that best fits the subject of their abstract. ASCO's Quality Symposium Planning Committee reserves the right to recategorize an abstract.
 - **Health Reform: Implications for Costs and Quality**
 - Evolving Relationship of Payers and Providers
 - Measuring Value and Costs
 - Payment and Insurance Reform
 - The Changing Landscape of Provider Organizations
 - Specialty and Manpower Issues
 - **Practice of Quality**
 - Involving Patients in Quality Care
 - Learning from Projects Done in a Practice
 - Learning from Projects Done in a Health System
 - Patient Safety
 - Use of IT to Improve Quality
 - **Science of Quality**
 - Communication, Decision Making, and Behavior
 - HIT Analytics
 - Quality Improvement
 - Quality Measurement
 - Studies Using Registries or Combining Large Databases

2. Submission Policies and Criteria:

- **Prior Publication:** For a study to be eligible for acceptance to ASCO's Quality Care 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 ASCO Annual Meetings (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 qualitysymposium@asco.org by September 18, 2013. **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 September 18, 2013 to qualitysymposium@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

- 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:

- Individuals may serve as First Author of more than one 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 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.
- 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.
- **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 Planning Committee has the authority to recategorize an abstract.
- **Disclosure Declaration:** Disclosure information for the First Author and all coauthors is required.

5. Presentation Types

- **Oral abstract 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 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.

6. 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 mid August.

7. Merit Awards

Based on funding availability at the time of the Award, a limited number of Merit Awards may 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. Each applicant 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 August.

8. 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 Meetings

- **ASCO** – An abstract accepted for presentation or publication at the 2013 ASCO Annual Meeting may also be submitted for presentation at ASCO’s Quality Care Symposium. However, the submission of updated data is encouraged. Please note that the Committee will take into account the novelty of the data during the abstract selection process.