

ASCO Quality Care Symposium

October 17-18, 2014—Boston, Massachusetts

Sponsored by the American Society of Clinical Oncology (ASCO)

Key Dates:

Abstract Submission Website Opens: Late April 2014

Abstract Submission Deadline: June 24, 2014 at 11:59 PM EDT

Abstract Notifications sent to the First Author: Week of August 1, 2014

Abstract Withdrawal Deadline: September 4, 2014

ASCO Quality Care Symposium: October 17-18, 2014

ABSTRACT SUBMISSION GUIDELINES

Abstracts must be submitted online using the official **ASCO 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. The ASCO Quality Care Symposium Planning Committee reserves the right to re-categorize an abstract.
 - **Cost, Value, and Policy in 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 the ASCO 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 Meeting (See section 9 for more information).

- **First Author Disclosure:** Author conflict of interest disclosure 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 Withdraw Deadline:** If a First Author chooses to withdraw his or her abstract for any reason, a request must be submitted by September 4, 2014 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 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.

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

3. Responsibilities of the First Author

- 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.
- Agree that the same contact information and email address will be used for each abstract if submitting more than one abstract.
- Identify the corresponding author. If you would like someone other than the first author to be contacted with any questions by the review committee, please designate within the abstract submitter. All other correspondence will be with the first author.
- Comply with ASCO's 2013 [Policy for Relationships With Companies](#) (*J Clin Oncol*. 2013 Jun 1;31(16):2037-42) and obtain and provide disclosure of all relationships with companies for all coauthors by the abstract submission deadline.
- For abstracts containing original research, for the first, last, and corresponding authors provide disclosure specific to the research sponsor on participation in a speakers' bureau, employment, and ownership interest. Original research means a systematic investigation designed for the purpose of expanding knowledge or

understanding, including the analysis of data. For clarity, a clinical trial is original research under this definition, and a summary or review of prior knowledge is not original research under this definition.

- Comply with conflict of interest management decisions, including the potential for slide review prior to presentation. For more information on these procedures, see ASCO's [Conflict of Interest Implementation Plan for CME Activities](#).

4. 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. Abstracts will be judged solely on the basis of the data in the submitted abstract.
- Organize the abstract according to four sections, identified by the following headers: Background, Methods, Results, and Conclusions.
- 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.
- Do not refer to study results or conclusions in the title of the abstract. The title should objectively describe the study. The program committee reserves the right to edit conclusive titles.
- 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.
- Individuals may serve as first author of more than one abstract.
- 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. Make sure that all coauthors meet the definition of authorship as stated by the International Committee of Medical Journal Editors in the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals." In addition to the 20 authors, an authoring group may also be listed to indicate the remaining authors.
- Although clinical trial registration is not required for abstract submission, publication, or presentation, certain clinical trials are required to be registered by law and/or prior to journal publication. If a clinical trial is already registered, the first author will be asked to provide the name of the registry and the trial registration number during the abstract submission process. The clinical trial number will be included in the published abstract.

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.
- **Corresponding Author:** A Corresponding Author may be identified to be contacted with any questions by the ASCO Quality Care Symposium Planning Committee. All other correspondence will be with the first author.
- **Track/subcategory:** 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 re-categorize an abstract.
- **Disclosure Declaration:** Disclosure information for the First Author and all coauthors is required.

5. Presentation Types

- **Oral Abstract Sessions:** Presentations will be approximately 10 to 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 1 to 2 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 (presenting author) 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 Planning Committee regarding its decision by early 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 early August.

8. Policies Related to Abstract Submission

Conflict of Interest Policy

In compliance with standards established by ASCO's 2013 [Policy for Relationships With Companies](#) (*J Clin Oncol*. 2013 Jun 1;31(16):2037-42) 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 Policy for Relationships With Companies, the following relationships with for-profit health care companies must be disclosed: employment; leadership positions; stock ownership; honoraria; consulting or advisory activities; speakers' bureaus; research funding; patents, royalties, or other intellectual property interests; expert testimony; travel, accommodations, and expenses; and other relationships. The disclosure should include all relationships with health care companies, rather than just those related specifically to the subject matter of the abstract.

In addition to the general disclosures that will be provided by all authors, the first, last, and corresponding authors of abstracts that pertain to original research will be asked to provide information about participation in a speakers' bureau, employment, and ownership interest specific to any for-profit healthcare company that is the research sponsor of the abstract.

For more information on the 2013 ASCO Policy for Relationships with Companies, including a [JCO Editorial on the Policy Implementation](#), the [Background and Rationale for the Policy](#), and a list of [Frequently Asked Questions](#), please visit [ASCO's Policies and Safeguards for Relationships with Companies webpage](#).

Presentation at Other Meetings

- **ASCO** – An abstract accepted for presentation or publication at the 2014 ASCO Annual Meeting may also be submitted for presentation at the ASCO 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.