

SSO 2021 – International Conference on Surgical Cancer Care Virtual Meeting, March 18 – 20, 2021

Call for Abstracts Reference Guide

Abstract Submission Deadline: Monday, October 26, 2020 at 11:59 pm (EST)

The SSO Scientific Program Committee invites you to submit your abstracts and videos for SSO 2021 – International Conference on Surgical Cancer Care, taking place virtually March 18-20, 2021. The Scientific Program Committee encourages both SSO members and surgeons involved in cancer care to submit their scientific work and make this the best meeting yet.

SSO 2021 ABSTRACT SUBMISSION SITE

<https://sso2021.abstractcentral.com/>

KEY DATES

October 26, 2020	Abstract Submission Deadline
Early-December 2020	Abstract Notifications Sent to Presenter/Submitter
December 14, 2020	Abstract Withdrawal Deadline
January 2021	Abstracts Added to Online Schedule
March 2021	Abstracts Published in the <i>Annals of Surgical Oncology</i>
March 18 – 20, 2021	SSO 2021 Virtual Meeting

SUBMIT YOUR SCIENTIFIC RESEARCH TO SSO 2021

As you prepare your submission to the Meeting, please make note of the following details:

- No submission extensions will be granted.
- Abstracts may ONLY be submitted online.
- The SSO has enacted a \$60.00 submission fee for each abstract submitted for consideration to SSO 2021. The submission fee must be paid via credit card when submitting your abstract. If the fee is not paid, the abstract will not be considered as “submitted”. There is no additional charge for revising a submitted abstract.
- There are no restrictions on the number of abstracts you may submit.
- Abstracts presented at other national meetings or previously published should not be submitted.
- Science only! Abstracts may NOT be about products or lines of business.

AUTHOR & SUBMISSION ELIGIBILITY

As you prepare your submission to the Meeting, please make note of the following eligibility criteria:

- **Abstracts should include at least one SSO member as an author or co-author.** Please contact SSO Membership Staff at info@surgonc.org for questions.
- SSO will not accept abstract submissions from authors and/or co-authors who are employees of pharmaceutical, biotechnology, or medical technology companies.
- There is a limit of 50 co-authors for each abstract.
- Authors of all accepted abstracts are expected to register for SSO 2021 and pay the meeting registration fee.

SUBMISSION CATEGORIES

The Scientific Program Committee seeks abstracts in the following categories:

- Breast
- Colorectal
- Endocrine
- Hepato-pancreato-biliary (including pancreas)
- Melanoma
- Peritoneal Surface Malignancies
- Quality Improvement/Clinical Outcomes
- Sarcoma
- Thoracic
- Upper Gastrointestinal (lips to ileocecal valve, including esophagus and stomach)
- Other: Urology/Head & Neck
- Sub-categories: Team Science and Disparities in Surgical Oncologic Care
- Video: Techniques or Interesting Cases for Specific Disease Sites

ACCEPTED ABSTRACTS & THE ANNALS OF SURGICAL ONCOLOGY

SSO leadership believes that research presented at SSO's annual meeting should be published in the *Annals of Surgical Oncology* (ASO), the official journal of the SSO. The following guidance provides submission information; detailed information will be provided to accepted abstract presenters.

- *Plenary and Parallel Session Oral Presentations.* Authors of all abstracts accepted for plenary or parallel session oral presentation will be required to submit their manuscripts to ASO within three months of the meeting's conclusion.
- *Named Lectureships.* Those who are invited to deliver the named lectureships of the International Conference on Surgical Cancer Care will also be expected to submit a manuscript to ASO as a condition of the lectureship.
- *Invited for ASO Submission.* Authors of the top 20 to 25 abstracts will be invited to submit their manuscript for consideration for publication in the ASO. Identified abstract-manuscript submissions will be targeted for simultaneous publication at the time of abstract presentation.
- *All Other Accepted Abstracts.* Presenters of all other abstracts accepted for the annual meeting are strongly encouraged to submit their manuscripts to the ASO as well. Publication of all manuscripts in the journal is subject to the ASO peer review process.

Waiver of Submission Requirement. Waiver requests will be accepted by a given deadline and are subject to review by the ASO Editor and an officer of the SSO.

Submission Non-Compliance. Abstract authors who do not submit their manuscript within the designated timeline will be sent an official letter from the SSO. Among other criteria, the SSO Scientific Program Committee may take into consideration failure of authors to submit manuscripts presented at prior SSO meetings in determining the final program for the annual meeting.

ABSTRACT SUBMISSION POLICIES

When submitting an abstract to SSO 2021, the submitting author must comply with the following submission policies. The submitting author is responsible for communicating policies to all involved parties.

Presentation/Publication Prior to SSO 2021:

- An abstract that has been or will be presented at another meeting prior to SSO 2021 can be submitted for presentation at SSO 2021 if:
 - It was submitted for presentation at the 2020 San Antonio Breast Cancer Symposium
 - It was submitted for presentation at the 2021 ASCO GI Cancer Symposium
 - It is submitted to SSO 2021 in the Team Science sub-category and meets the Team Science criteria.
- **Abstracts accepted and presented at any NATIONAL or GLOBAL meetings** (other than those mentioned above) prior to March 17, 2021 are not eligible for presentation at SSO 2021.
- **Nor will SSO accept abstracts that represent previously reported studies**, except those submitted in the Team Science sub-category.

SUBMISSION REQUIREMENTS

As you prepare your abstract submission to the Meeting, please make note of the following requirements and instructions.

Character Limit: There is a limit of 2,300 characters for the text of your abstract submission. This includes the title and abstract body, including all spaces. If you copy and paste the title and/or body from your word processor, most special characters will transfer. You can replace special characters and/or insert formatting tags using the character palette.

Title: The title should be entered in mixed case (upper and lower-case letters). DO NOT enter the title in all capital or all lower-case letters. Do not use formatting tags. The title will be formatted automatically by the system at the time of print production. Abbreviations must not be used in the title. Use generic product names in the title. Titles with product/brand names will disqualify the abstract.

Abstract Body: Include the following:

INTRODUCTION: The introduction should be 2 or 3 brief sentences describing the objectives of the study.

METHODS: A description of the methods used to conduct the study must be included (i.e., retrospective chart review, prospective trial). Detailed descriptions of laboratory techniques should not be included (i.e., measurements were made of calcium, phosphate and creatinine). Do not mention the institution where the work was performed in the body or title of the abstract.

RESULTS: The results should occupy one-half to two-thirds of the abstract, and specific data

necessary to evaluate the abstract should be included. If there is concern that additional data would enhance the abstract, then please strongly consider including it. Statements such as "data will be discussed at the presentation" are grounds for disqualification.

CONCLUSIONS: The conclusion should be no more than 2 or 3 sentences regarding the significance of the results in the context of the original objectives.

Questions to address in the abstract:

1. Why was the study conducted?
2. How was the study conducted?
3. What were the results of the study?
4. What is the importance of the results?

Learning Objective: Your learning objective should be a clear, concise statement of what participants should be able to do as a result of the CME activity.

Table or Image: You may add **one table OR one image** to your Oral or ePoster abstract (not both). Characters will not be deducted from the total character count for tables and images. Tables and Images can be easily edited or deleted any time before the submission deadline. (Note: No figures allowed for video abstracts)

Presentation Type: You may select one of the following options when submitting your abstract: Accept for Either Oral or Poster; Oral Presentation Only; Poster Session Only; Video Session Only. See Page 5 below for instructions on how to submit a video file.

Category: It is *extremely important* that you properly categorize your abstract so that it will go to the appropriate review group. See Page 2 above for the full listing of categories.

Team Science Sub-category: The **Team Science abstract sub-category** was envisioned to provide surgical investigators with an opportunity to present work in which they played a significant role as part of a multidisciplinary team. Abstracts may include findings from high impact clinical trials and/or scientific work that has already been presented or published at another scientific national meeting.

Eligible abstracts for the team science sub-category should have a Surgical Oncologist as a co-author and the presenter. If previously presented or published, the cited work should have been published in English and published or presented no more than 6 – 12 months prior to the abstract deadline. If accepted, SSO staff may contact you to verify.

Disparities in Surgical Oncologic Care Sub-category

Disparity is defined as a condition or fact of being unequal. Disparities in healthcare are inequalities that may occur when members of certain groups do not have similar outcomes or receive similar care resulting in higher incidence of morbidity and mortality. Disparities often extend beyond race and can include access to surgical oncologic care, socioeconomic status, gender, or biologic difference, including response to treatment and receipt of treatment. Disparities in surgical oncologic care are very complex and we must study and evaluate intervention to reduce and eliminate these disparities.

This abstract sub-category will be looking for abstracts and papers that span the complex nature of disparities as they relate to surgical oncologic care and seek to understand the nature of disparities in surgical care and the factors that influence and mitigate them.

Awards: See page 7 below for full abstract award details.

Authors: Please enter all authors and their locations (including yourself) in the order they should appear in the heading of the abstract. All authors must be listed with full first name, middle initial, last name and degree. **Your name is defaulted as the presenter and first author.** Please adjust if this is incorrect. Full instructions are listed on the submission site.

Disclosure, Release and IRB Approvals:

The SSO requires each lead author to provide a Presenter Release, Institutional Review Board (IRB) approval (if applicable), and disclosure of financial relationships. All authors and presenters must disclose any conflicts of interest and acknowledge any support from commercial interests for studies relating to the abstract. Please refer to the Conflict of Interest Policy listed on Page 5 below. All authors and co-authors must agree with the abstract content to be considered for presentation. Please refer to specific requirements in the submission process.

ABSTRACT PROOF: Carefully check the proof of your abstract. Make sure all special characters and formatting are displaying properly in your proof. If you find errors, return to the appropriate page by clicking on the page name in the sidebar menu, and make your corrections.

Abstract Revisions: You can edit your abstract on the submission website before the deadline. Once the submission deadline has passed, typos or spelling corrections are the only permitted changes to the abstract text

VIDEO SUBMISSION INSTRUCTIONS

The SSO will accept video abstract submissions depicting innovative techniques used to treat common or complex problems, interesting cases or demonstrations, or new therapies or applications for a specific disease site. **Promotional videos (personal or commercial) will not be considered.**

Video abstracts must be submitted on the SSO 2021 Abstract site **AND Video files** must be sent to speakers@surgonc.org by **October 26, 2020**.

Instructions for Submitting a Video Abstract:

1. Submit your abstract as listed above. In Step 2, select "Video Session Only" under "Presentation Type."
2. Complete the remainder of the submission form accordingly. To note:
 - o Do not include a table or graphic in your video abstract.
 - o Video submissions are not eligible for awards.
 - o **Video files submitted without a submitted abstract will not be considered.**
3. Note your Abstract Submission Control ID number. This number is (7) digits and is unique to your submission. You will need this when emailing your video file.
4. Rename your video file to your Abstract Submission Control ID number so staff and the review committee can easily navigate the submissions.
 - o For example: 2014995.mp4
5. Finalize your video with a voiceover in clear English language.
 - o Submitted videos, if accepted, become the intellectual property of SSO.
 - o Acceptable file size: up to 4.7 GB
 - o Acceptable frame size: no smaller than full screen (640 x 480 or 720 x 820 pixels)
 - o Length of Video: 8 minutes (maximum)
6. **Email your video file to speakers@surgonc.org.**
 - o You will receive a confirmation email once the video has been successfully received within one week of receipt.
 - o If your video file is too large to email, please consider the following options:
 1. Compress your video into a .zip file
 2. Use an FTP site to upload your video (i.e. Google Drive, Dropbox, etc.) and send speakers@surgonc.org an email with the link to download the video
 3. If neither of these options work, please email speakers@surgonc.org with your issue and we'll determine the next steps

CONFLICT OF INTEREST POLICY

As required by the **ACCME Standards for Commercial Support**, all educational planners, presenters, instructors, moderators, authors, reviewers and other individuals in a position to control or influence the content of an activity must disclose all financial relationships with any commercial interest that have occurred within the past 12 months. This includes the disclosure of all financial relationships with a commercial interest of a spouse or partner. The ACCME considers financial relationships to create conflicts of interest when individuals have both a financial relationship with a commercial interest and the opportunity to affect the content of CME about the products or services of that commercial interest. All identified conflicts of interest must be resolved, and the educational content vetted for fair balance, scientific objectivity and appropriateness of patient care recommendations. It is required that disclosure be provided to the learners prior to the start of the activity. Individuals with no financial relationships must also inform the learners that no financial relationships exist. Learners must also be informed when off label; experimental/investigational uses of drugs or devices are discussed in an educational activity or included in related materials.¹

¹A commercial interest is any entity producing, marketing, reselling or distributing healthcare goods or services consumed by, or used on, patients. ACCME does not consider providers of clinical service directly to patients to be commercial interests.

CONTESTS & AWARDS

SSO is offering several awards for abstracts submitted for SSO 2021. You may request consideration for the following contests when submitting your abstract. Applicants for the awards are limited to those who submit an abstract for consideration by the SSO Scientific Program Committee by the abstract submission deadline. Award consideration criteria are detailed below and are included in the submission instructions (step 2) on the submission site. Please check all boxes appropriate to the award(s) for which you wish to be considered. **Papers published or presented elsewhere prior to March 17, 2021 are not eligible for an award.**

James Ewing Harvey Baker Traveling Fellow Award

Each year the SSO awards a \$600 grant to a postdoctoral oncology trainee whose paper is accepted for presentation at SSO 2021 to help underwrite their research.

Conditions:

- The abstract must be submitted by a resident or fellow of an ACGME accredited General Surgical residency, Surgical Oncology fellowship or SSO approved Breast Surgical Oncology Fellowship Program, working with, or sponsored by, a member of the SSO. The paper should represent primarily the work of the resident or fellow, although he/she may list one or more co-authors. A person who has already completed his/her residency or fellowship may be a candidate if the work was done during his/her period of training and he/she is no more than one-year post-residency or fellowship at the time of SSO 2021. International residents and fellows should also include a letter from their program director stating that they are in an appropriately accredited General Surgery residency or Surgical Oncology fellowship training program.
- The paper must be presented by the resident or fellow at SSO 2021.
- All finalists must **send a letter** from their training program director, chief of service, or department chairperson confirming that they are a fellow or resident, or they may be disqualified. Full instructions will be sent to those selected.

Annual Resident/Fellow Essay Awards (Clinical Research and Basic Science Research)

SSO offers two \$600 Resident/Fellow Essay Awards: one for the best Clinical Research paper and one for the best Basic Science Research paper.

Conditions:

- The abstract must be submitted by a resident or fellow of an ACGME accredited General Surgical residency, Surgical Oncology fellowship or SSO approved Breast Surgical Oncology Fellowship Program, working with, or sponsored by, a member of the SSO. The paper should represent primarily the work of the resident or fellow, although he/she may list one or more co-authors. A person who has already completed his/her residency or fellowship may be a candidate if the work was done during his/her period of training and he/she is no more than one-year post-residency or fellowship at the time of SSO 2021. International residents and fellows should also include a letter from their program director stating that they are in an appropriately accredited General Surgery residency or Surgical Oncology fellowship training program.
- The paper must be presented by the resident or fellow at SSO 2021.
- Candidates whose abstracts are selected as a contest finalist by the Scientific Program Committee will be notified in early-December 2020, and the complete manuscript with all illustrations, photographs, charts, etc. must be **submitted electronically by February 2021**. Full instructions and deadlines will be sent to those selected.
- All finalists **must send a letter** from their training program director, chief of service, or department chairperson confirming that they are a fellow or resident, or they may be disqualified. Full instructions will be sent to those selected.
- The Society will make its selection following the presentation of all papers at the International Conference on Surgical Cancer Care and will announce the winners shortly after the conclusion of the meeting.

Dr. Thomas K. Weber Colorectal Cancer Research Scholar Award

The Colon Cancer Foundation and the SSO developed this award in 2011 to recognize excellence in translational research focused on the molecular biology of colorectal cancer. This award was renamed in 2020 to honor the late Dr. Thomas Weber, the Colon Cancer Foundation's founder. This award is made annually to a postdoctoral surgical oncology fellow whose work is being presented at the International Conference on Surgical Cancer Care and includes a \$600 grant to a postdoctoral surgical oncology trainee to help underwrite their research.

Conditions:

- The goal of the award is to recognize excellence in translational research focused on the molecular biology of colorectal cancer. In providing this award, CCF seeks to both support and promote colorectal cancer research. The Foundation has a special interest in the biology of early age of onset and hereditary colorectal cancer. However, research into other areas of colorectal cancer including novel treatments and innovative minimally invasive screening technologies will also be considered.
- The award will be made to the author of the abstract which secures the highest review score from the Scientific Program Committee, focuses on colorectal cancer and meets the criteria set by the Foundation as described above.
- The abstract must be submitted by a resident or fellow of an ACGME accredited General Surgical residency, Surgical Oncology fellowship or SSO approved Breast Surgical Oncology Fellowship Program, working with, or sponsored by, a member of the SSO. The paper should represent primarily the work of the resident or fellow, although he/she may list one or more co-authors. A person who has already completed his/her residency or fellowship may be a candidate if the work was done during his/her period of training and he/she is no more than one-year post-residency or fellowship at the time of SSO 2021. International residents and fellows should also include a letter from their program director stating that they are in an appropriately accredited General Surgery residency or Surgical Oncology fellowship training program.
- The paper must be presented by the resident or fellow at SSO 2021.
- All finalists **must send a letter** from their training program director, chief of service, or department chairperson confirming that they are a fellow or resident, or they may be disqualified. Full instructions will be sent to those selected.

SSO Poster Contest

Each year, SSO offers two Poster Contest Awards; one for the best Basic/Transitional Research Poster and one for the best Clinical Research Poster. Each award is for \$500.

Conditions:

- Candidates whose poster abstracts are selected for oral presentation by the Scientific Program Committee will be notified in December 2020, and the final poster file must be **submitted electronically by February 2021**. The Scientific Program Committee will then select the top ten finalist posters from all entries submitted. Full instructions and deadlines will be sent to those selected.
- At SSO 2021, the contest finalist posters will be prominently displayed in two categories: Basic/Transitional Research Posters and Clinical Research Posters. During the Meeting, attendees will vote to select the winner of each category and these will be announced shortly after the conclusion of the meeting.

ABSTRACT SELECTION PROCESS & PRESENTATIONS

All abstracts are subject to a blind peer-review by members of the SSO Scientific Program Committee, Breast Disease Site Work Group, Colorectal Disease Site Work Group, Endocrine/Head & Neck Disease Site Work Group, Gastrointestinal Disease Site Work Group, HPB Disease Site Work Group, Melanoma Disease Site Work Group, Peritoneal Surface Malignancy Disease Site Work Group, Sarcoma Disease Site Work Group, and Quality Committee. The Scientific Program Committee makes all final decisions relative to the abstract selection and scheduling.

All reviewers, session planners and invited faculty will be required to disclose all financial relationships through the online system, helping to ensure high-quality, unbiased presentations and compliance with CME regulations. In addition, all authors must disclose all financial relationships during the submission process before their abstract will be considered and graded.

Common Reasons Abstracts are Refused:

- No Learning Objective identified
- Incomplete disclosure information
- Paper presented or published elsewhere (excepting Team Science submissions and approved partner meetings)
- Previously reported study
- Too little data
- Inadequate controls
- Methods of study not indicated
- Insignificant study
- Abstract did not conform to guidelines
- Author or Institution mentioned in body or title
- Conclusion is questionable in relationship to data presented
- No SSO member is listed as author or co-author
- Authors are employees of pharmaceutical, biotech or medical technology companies

ABSTRACT NOTIFICATIONS

Each abstract submitter will receive an email acknowledging receipt of the abstract after initiating a submission and after completing a submission. If the abstract is selected for inclusion in SSO 2021, the presenting author listed will receive an invitation to participate from the Scientific Program Committee by early-December 2020. If the abstract is not selected, the submitting author will receive a communication regarding its decision by early-December 2020.

If a first author/presenter chooses to withdraw his or her abstract for any reason, a request must be submitted by **Monday, December 14, 2020**. Any abstract withdrawal requests received after this date will be considered on a case-by-case basis and cannot be assured removal from the Abstract edition of the *Annals of Surgical Oncology* or meeting materials.

FURTHER QUESTIONS?

If you have any questions regarding the Call for Abstracts or SSO 2021, please call the SSO during business hours at 847-427-1400, or email speakers@surgonc.org.

Technical questions or problems with the system should be directed to the Abstract Central (ScholarOne) Support Team. They can be reached by clicking the Get Help Now button at the top right-hand corner of the submission screen or by emailing ts.acsupport@clarivate.com. Please be sure your message contains your name, phone, email and an explanation of the problem. Tech Support is available from Monday at 12:00 a.m. through 8:30 p.m. Friday, EST.