

**IGCS  
2020  
ROME**

**ANNUAL GLOBAL MEETING  
OF THE INTERNATIONAL  
GYNECOLOGIC CANCER SOCIETY**

**SEPTEMBER 10-12, 2020**  
AUDITORIUM PARCO DELLA MUSICA  
ROME - ITALY

## **International Gynecologic Cancer Society Guidelines for Abstract and Surgical Film Submission: Rome 2020**

Abstracts and Surgical Films are selected based on scientific merit, originality and relevancy to the specialty. Selection occurs through a blinded peer review process.

IGCS is seeking all medical professionals who are a part of the gynecologic and breast cancer care team to submit an abstract. The following is helpful when preparing and submitting your abstract:

- Objectives, Methods, Results, and Conclusions must be clearly identified within the submission.
- Submitted abstracts must represent new, unpublished scientific data at the time of presentation.
- It is recommend using word-processing software (for example, Word) for editing your abstract and counting the number of words.
- Ensure accuracy of your contact information and review the abstract for grammar, spelling and punctuation prior to submission.
- Abstract information cannot be altered after the submission site is closed. Please save your login and password as you will need them to edit/view submitted abstracts. Print a copy of your abstract for your records.
- Incomplete abstracts will NOT be considered for presentation.
- Submission of an abstract acknowledges your acceptance for the abstract to be published in the official meeting publications as well as in an online supplement to the International Journal of Gynecological Cancer. For any further information related to the Journal, please refer to: <https://ijgc.bmj.com/>
- Presenting authors of accepted abstracts must be registered and paid participants. Registration must be received by the organizers by the Early Registration Deadline (June 26, 2020) to ensure inclusion of the abstract in the meeting publications and in order to be scheduled for presentation.
- Each person can present a maximum of five (5) abstracts at IGCS 2020.
- Abstracts received after the deadline will not be considered.
- Abstracts stating "data will be discussed in the presentation" will NOT be accepted.
- Your abstract is not successfully submitted until you receive a confirmation e-mail after clicking the final submit button. If you do not receive a confirmation e-mail, please contact [lgcs2020@mci-group.com](mailto:lgcs2020@mci-group.com)
- Please note the submitting author will receive all correspondence about the abstract so we advise that the submitting author details that are entered at the time of submission match those of the presenting author.



**IGCS  
2020  
ROME**

**ANNUAL GLOBAL MEETING  
OF THE INTERNATIONAL  
GYNECOLOGIC CANCER SOCIETY**

**SEPTEMBER 10-12, 2020**  
AUDITORIUM PARCO DELLA MUSICA  
ROME - ITALY



## **RULES FOR SUBMISSION**

The Scientific Committee will determine the presentation type of each accepted abstract. Authors of oral accepted abstracts is expected to attend the conference and present. The presenting author is required to ensure that all co-authors are aware of the content of the abstract before submission.

Before submitting the abstract, the Abstract Submitter will be required to confirm the following:

- I confirm that I previewed this abstract and that all information is correct. I accept that the content of this abstract cannot be modified or corrected in any way after final submission and I am aware that it will be published exactly as submitted.
- I confirm that this abstract has not been previously presented or published in any other forum as of the present date, unless the data has been updated since date of last presentation/publication.
- Submission of the abstract constitutes my consent to publication (e.g. Conference website, programs, other promotions, etc.)
- As the Abstract Submitter, I warrant and represent that I am the sole owner or have the rights of all the information and content ("Content") provided to IGCS 2020 and MCI (Hereafter: "The Organizers"). The publication of the abstract does not infringe any third-party rights including, but not limited to, intellectual property rights.
- As the Abstract Submitter, I grant the Organizers a royalty-free, perpetual, irrevocable nonexclusive license to use, reproduce, publish, translate, distribute, and display the Content.
- The Organizers reserve the right to remove from any publication an abstract that does not comply with the above.
- I herewith confirm that the contact details saved in this system are those of the corresponding author, who will be notified about the status of the abstract. The corresponding author is responsible for informing the other authors about the status of the abstract.

## **KEY CONCEPTS AND RESEARCH CATEGORIES**

Abstract category – abstracts must be allocated to a specific category for the Scientific Program. You will need to select the category most suited to your abstract.

**IGCS  
2020  
ROME**

**ANNUAL GLOBAL MEETING  
OF THE INTERNATIONAL  
GYNECOLOGIC CANCER SOCIETY**

**SEPTEMBER 10-12, 2020**  
AUDITORIUM PARCO DELLA MUSICA  
ROME - ITALY

Basic/Translational science  
Breast Cancer  
Cervical Cancer  
Diagnostics  
Early phase Clinical Trials  
Endometrial Cancer  
Fertility/Pregnancy  
Genetics and Epidemiology  
Global Health  
Gynecologic pathology/cytology  
and disease pathogenesis  
Imaging/Staging  
Nursing & Health Care  
Ovarian Cancer

Palliative Care  
Pre-invasive Disease  
Quality of Life after Treatment  
Rare Tumors and Gestational  
Trophoblastic Neoplasia  
Surgical Films  
Surgical Techniques and  
perioperative Management  
Symptom management/supportive  
cancer care  
Trials in progress  
Uterine Cancer including Sarcoma  
Vulvar and Vaginal Cancer

## **ABSTRACT SUBMISSION REQUIREMENTS**

### **Title**

The title is limited to 25 words and should be upper and lower case.

### **Text**

The abstract text is limited to 250 words. (Please Note: word count is affected when graphs/tables/images are included)

The text should be organized into four section headings as follows:

- Introduction – A brief statement about the purpose of the study and pertinent background.
- Methods – The method(s) of study or data collection employed.
- Results – A summary of study research including enough details to support your conclusions.
- Conclusion/Implications – A statement explaining the significance of your work and the implications for further research, practice and/or policy.

Please adhere to the following text guidelines:

- Please write your text in proper English (American or British usage is accepted, but not a mixture of these). Use decimal points (not commas). Please carefully check your spelling.



**IGCS  
2020  
ROME**

**ANNUAL GLOBAL MEETING  
OF THE INTERNATIONAL  
GYNECOLOGIC CANCER SOCIETY**

**SEPTEMBER 10-12, 2020**  
AUDITORIUM PARCO DELLA MUSICA  
ROME - ITALY



- Use the appropriate letters and numbers (e.g., 0 –zero vs. the letter O).
- Use only one space after colons and periods.
- Do not use abbreviations in the title of the abstract. Standard abbreviations may be used without definition in the text. Nonstandard abbreviations (kept to a minimum) must be placed in parentheses after the first use of the word or phrase abbreviated.
- Graphs, tables, and images – You may upload graphs and images in JPEG format only. Images, tables, diagrams, and graphs must be saved and uploaded as JPEG files. Other file types cannot be accepted. Please note that images may be resized to fit in the final printed material. It is important to note that each image included in the abstract is worth 10 words. A maximum of 3 images can be included per abstract. The maximum file size of each graph/image is 500 KB. The maximum pixel size of the graph/image is 600(w) x 800(h) pixel.

### **Authors**

Provide contact information for each author. All authors are limited to three (3) abstract submissions. An individual may only be the primary author for one oral presentation.

Designated presenting author (can be the same as the primary, but both must be listed).

- An author of accepted submissions will be required to attend the meeting to present the abstract.
- Author names should be written in full. Please only include the primary degree for each author (for example, MD, PhD). If an author's name appears on more than one abstract, it must be identical on each abstract. Do not include authors' names or other identifying information in the body of the abstract.
- All authors must disclose upon submission.



**IGCS  
2020  
ROME**

**ANNUAL GLOBAL MEETING  
OF THE INTERNATIONAL  
GYNECOLOGIC CANCER SOCIETY**

**SEPTEMBER 10-12, 2020**  
AUDITORIUM PARCO DELLA MUSICA  
ROME - ITALY

## **RULES FOR SUBMISSION: SURGICAL FILMS**

Peer reviewed Surgical Film submissions will be evaluated based on educational content and audio/visual quality. If your surgical film is accepted for oral presentation you are required to make a presentation with your film at the designated film session. The surgical films accepted for non-oral will be available throughout the meeting for viewing, on-demand, at a kiosk with a monitor.

All films must also meet the following requirements:

- Films must be uploaded to the submission site for consideration by providing a drop box link for download (Instructions are available during the submission process).
- Films cannot exceed 8 minutes to be considered.
- Films must include either sound or subtitles.
- Films must be submitted in .AVI, .MOV, or .MP4 formats.
- Films must be free of commercial or product bias.
- The maximum file size available for upload is 200 MB; larger files will not upload completely and therefore, will not be considered for presentation.
- Videos must be sent in HD, in order to assure the best quality possible. Minimum dimensions accepted are 1280x720 (720p); 1920x1080 (1080p) and we suggest not to compress the File but to leave it in the original format. Please do not exceed the maximum length of 60 FPS
- Videos must be uploaded and must include a dropbox link and will be evaluated based on educational content and audio/visual quality.

Please contact [igcs2020@mci-group.com](mailto:igcs2020@mci-group.com) if you have questions on the submission requirements.

## **ABSTRACT SUBMISSION REQUIREMENTS: SURGICAL FILMS**

### **Title**

The title is limited to 25 words and should be upper and lower case.

### **Text**

The abstract text is limited to 250 words. The text should be organized into three section headings as follows:



**IGCS  
2020  
ROME**

**ANNUAL GLOBAL MEETING  
OF THE INTERNATIONAL  
GYNECOLOGIC CANCER SOCIETY**

**SEPTEMBER 10-12, 2020**  
AUDITORIUM PARCO DELLA MUSICA  
ROME - ITALY



- Introduction – A brief statement about the purpose of the study and pertinent background.
- Description – Short description of content (and surgical technique)
- Conclusion/Implications – A statement explaining the significance of your work and the implications for further research, practice and/or policy.

### **ABSTRACT SUBMISSION ACCEPTANCE CATEGORIES**

- **Oral Abstract Presentations**

A limited number of meritorious abstracts will be accepted for oral presentations. The presentations will occur during the general plenary sessions of the Congress. They are limited to a maximum of 8 minutes with confirmed total minutes provided in the individual acceptance letter.

- **Posters**

IGCS will be utilizing ePosters. An ePoster is an electronic poster displayed digitally instead of printed on paper as a traditional poster. Poster presenters are required to submit an electronic version of the poster prior to the meeting using pre-defined specifications.

Attendees will be able to view the electronic posters online before, during, and after the meeting. Kiosks (on-site computer terminals) will be available in the poster room for viewing of the electronic presentations. Additional information will be provided upon acceptance of your abstract.

- **Oral Featured Posters: *Walk the Posters with a Professor* session**

A limited number of posters will be accepted for the IGCS *Walk the Posters with a Professor* session. During this unique session, authors are expected to be present and prepared to present and discuss their work as displayed in the poster. Professors and attendees may ask questions during the walk.



**IGCS  
2020  
ROME**

**ANNUAL GLOBAL MEETING  
OF THE INTERNATIONAL  
GYNECOLOGIC CANCER SOCIETY**

**SEPTEMBER 10-12, 2020**  
AUDITORIUM PARCO DELLA MUSICA  
ROME - ITALY



- **Surgical Films**

A limited number of films will be accepted for oral presentation. The surgical films accepted for non-oral will be available throughout the meeting for viewing, on-demand, at a kiosk with a monitor.

### **ABSTRACT EMBARGO POLICY**

1. Abstract titles, authors and affiliations may be made public at any time upon acceptance/approval by the Program Committee.
2. Full abstracts for oral and poster presentations shall be made available to registered attendees up to four weeks before the meeting.
3. Full abstracts and power point presentations shall be made public on the app and website on the morning of the day on which abstracts are presented.
4. Power Point presentations will remain available for 30 days following the meeting, after which requests for presentations must be directed to the authors.

### **DISCLOSURE**

Disclosure of financial relationships that the author(s) may have with the manufacturer/supplier of any commercial products or services related to the work, should be indicated in the appropriate box on the abstract form. Author disclosure for the presenting author and all other authors must be declared at the time of abstract submission.

### **QUESTIONS**

For any questions regarding the above guidelines and regulations or any other matter pertaining to abstract or surgical film submission for the IGCS Global Annual Meeting, please email us at

[igcs2020@mci-group.com](mailto:igcs2020@mci-group.com)