



Invitation to Submit Abstracts for Presentation

FLASCO Members

As a FLASCO member, the Florida Society of Clinical Oncology (FLASCO) invites you to submit abstracts detailing your research endeavors for presentation. The presenter/author may submit their abstract to the FLASCO office staff, Katrina@FLASCO.org, to be forwarded to the FLASCO Ad Hoc Abstract Review Committee for review.

Abstracts of superior quality will be selected by the FLASCO Ad Hoc Abstract Review Committee for poster presentation and for publication on the FLASCO website. The FLASCO Committee strongly encourages the submission of abstracts on research directly influencing the cancer health and outcomes of Floridians. Abstracts that have been submitted and presented previously are acceptable.

Abstracts will be judged solely on the data submitted. Statements such as “further data will be presented” are strongly discouraged and will decrease the likelihood that the abstract will be selected for presentation. Notification regarding acceptance or rejection of abstracts will be sent by email to the Approved Presenter.

POSTER SESSIONS

Selected abstracts will be displayed on poster boards for the entire duration of the meeting. First Authors should be available at their poster during the Official Poster Session. First Authors should be available during breaks and other designated times during the meeting to answer questions from meeting attendees. First Authors of abstracts selected for the Poster Session will be invited to submit a PowerPoint presentation of their posters to be posted on the FLASCO website.

POSTER GUIDELINES

- **Commercial Bias/Marketing Restrictions**

FLASCO is committed to minimizing commercial bias in poster presentations and handouts. Poster presentations and handouts should not contain any of the following: commercial logos, company names, brand, or proprietary drug names. Any questions related to potential conflicts must be directed to the FLASCO office staff.

- **Size Limitations**

No larger than 36 inches high and 48 inches wide. If you exceed this size your poster may not fit on the provided board. The poster should be made on one sheet (rollup). Do NOT mount illustrations on heavy cardboard because they may be difficult to keep in position on the poster board.

- **Second Showings**

Abstracts that have been submitted and presented previously are acceptable.

Abstract Suggested Topics

- Clinical Trials
- Nursing Care
- Palliative Care
- Business/Administrative issues
- Quality Improvement Projects
- Best Practice Projects
- Patient and Survivor issues
- Case Studies

Abstract Title

The title of your abstract should be written in sentence case, capitalizing only the first letter of the first word of the title and any proper nouns or acronyms. Do not refer to study results or conclusions in the title; it should objectively describe the study.

Abstract Format Instructions

- The total word count for a single abstract submission is 350.
- Type all abstracts in English
- Abstract format should be in the following format
 - First line Title
 - Second line authors and affiliations
 - Subsequent lines: Introduction/Hypothesis/Context, Methods/Design, Results, and Conclusion
- Sign and date the Copyright/Permission to print form.
- Submit electronically via email Katrina@FLASCO.org
- First author will receive email verification of receipt and acceptance.

RESPONSIBILITIES OF THE FIRST AUTHOR

The First Author Must

- Verify that all coauthors are aware of the contents of the abstract and support its data.
- Agree to be present during the scheduled time of a Poster Session
- Adhere to the FLASCO conflict of interest policy

Onsite Instructions

- Please plan to be onsite to hang your poster approximately 30 minutes before the poster session begins.
- FLASCO dress code standard is business attire.
- Pushpins and a board will be provided by FLASCO. You will NOT be allowed to use glue, tape, paint, or staples on the poster boards.
- Supporting documents for your poster presentation is approved for distribution, at your discretion.
- Remove your poster at the end of the meeting or requested time.

Frequently Asked Questions about Abstract Submission

For any questions not addressed here, please call the FLASCO Office at (813-677-0246) or email Katrina@FLASCO.org.

What is the deadline for abstract submissions?

The deadline for abstract submissions can be found on the Poster Presentation tab on the FLASCO website event page.

How can I submit my abstract?

Abstracts can be submitted to FLASCO by email to Katrina@FLASCO.org.

How many abstracts can I submit?

Please limit your abstract submission to 1. If denied, you are encouraged to revise or replace and re-submit before the abstract deadline.

May I submit a case study?

Yes, case studies are acceptable.

Can I submit a Late-Breaking Abstract? If so, what is the deadline?

No, currently there is no opportunity to submit a Late-Breaking Abstract.

What is the maximum length for the title of my abstract?

There is no maximum length for the title. Yes, the wording is included in the word count.

How many characters can be included in my abstract?

The total word count for a single abstract is 350.

May I include a table with my abstract?

Yes.

How many authors can be included on my abstract?

There is no limit to the number of authors on the abstract.

May I submit an abstract if I am not a FLASCO member?

No, you must be a FLASCO member to submit an abstract.

Can I revise my abstract after it has been submitted?

Yes, you may edit your abstract.

Is there an abstract submission fee?

No, there is no fee for submitting an abstract; however, all authors planning to attend the FLASCO meeting must register and attend the meeting. (www.flasco.org)

If I would like to withdraw my abstract what should I do?

If the presenter/author wishes to withdraw his or her abstract from the program, a written request must be submitted to Katrina@FLASCO.org. Any abstract withdrawal requests after this date will be considered on a case-by-case basis and cannot be assured removal from the FLASCO meeting materials.

May I submit an abstract that has already been submitted or presented at another meeting?

Yes, abstracts that have been submitted and presented previously are acceptable.

When and how will I receive notification about the status of my abstract in the program?

Notification regarding acceptance or rejection of abstracts will be sent by email to the presenter. The decision of the FLASCO Abstract Ad Hoc Committee regarding acceptance and presentation of abstracts is final.

I am experiencing technical difficulty with the submission. Whom should I contact?

For questions regarding technical support, please call FLASCO (813) 677-0246 between the hours of 8:00 AM and 3:00 PM Monday through Friday, Eastern Standard Time. You may also email Katrina@FLASCO.org.



Submission Form

Please email your submission and this form the FLASCO office staff, Katrina@FLASCO.org, to be forwarded to the FLASCO Ad Hoc Abstract Review Committee for assessment.

Presenter of Poster		
Practice/Facility		
Are you a Fellow/Resident	Yes	No
Job title(s)/Primary job in your career		
Email Address		
Mobile Phone No.		
Mailing Address		

Description of Submitted Work

Title	
Word Count	
Topic	

Principal Investigator/Mentor (if applicable)

Name	
Title	
Practice/Facility	
Email Address	
Phone	
Mailing Address	

Terms and Conditions of Publication

1. The Florida Society of Clinical Oncology, FLASCO, exercises the sole and absolute discretion to choose which submitted work shall be published. It is the sole responsibility of the submitting presenter to gain permission as the or from the author and co-author (hereinafter, "author" includes any and all authors and co-authors) understand that no promise or representation has been made by FLASCO that it will publish the submitted work, but it may do so at its discretion. The author acknowledges that FLASCO's receipt of a submitted work does not guarantee the submitted work will be published.
2. The author grants FLASCO the worldwide permission to publish, reproduce, and distribute copies, reprints, and duplications of the submitted work in whole or in part, in any format or media, written or electronic, including but not limited to electronic media such as the internet, including the FLASCO website. The author grants FLASCO the right to edit, re-write, and reorganize the submitted work as necessary. The copyrights to the submitted work are retained by the author.
3. The author represents, warrants, and attests that the submitted work is an original creation of the author(s) listed above, and that the submitted work is not under review. The author further declares that the author has the right and power to convey the rights conveyed herein, and that there are not contractual or other constraints on publishing the submitted work or the research being reported.
4. The author represents and warrants that the submitted work does not contain any unlawful statements and does not infringe on any existing copyright, trademark, right of publicity or privacy, or any other third party right, and does not constitute the defamation or libel of any person, entity or product. The author shall be solely responsible for the content of the submitted work and shall indemnify, defend and hold harmless FLASCO, its governing board, employees, and agents from any liability arising from the publication of the submitted work.
5. The author represents and warrants that the necessary permission to publish the submitted work has been obtained from the copyright holders to reproduce in the submitted work any materials including tables, diagrams, video or photographs not owned by the author.
6. The author represents and warrants that the necessary permission to publish the submitted work has been obtained from any principal investigator, mentor, or faculty advisor.
7. The author represents and warrants that all relevant ethical safeguards have been met concerning any experimentation by the author referenced in the submitted work.
8. The author understands that no financial compensation shall be provided for the publication of the submitted work by FLASCO.

Consent

The author must approve the submission of the submitted work. Additionally, research carried out in collaboration with professors and other students necessitates that all authors approve the submission of the submitted work. All authors, co-authors, principal investigators and any other relevant parties with claims to the intellectual property of the submitted work are required to indicate their consent for the author to publish the submitted work.

By signing below and submitting this permission to publish form to FLASCO, the presenter acknowledges and agrees to the above terms and conditions and attests to the accuracy of the information contained herein.

Presenter Signature

Date
