



Invitation to Submit Abstracts for Presentation

Corporate

The Florida Society of Clinical Oncology (FLASCO) invites you to submit an abstract detailing your research endeavors for presentation. Please submit the abstract to the FLASCO office staff, Katrina@flasco.org to be forwarded to the FLASCO Ad Hoc Abstract Committee for review.

Research may be presented by the Medical Science Liaison, a physician, the author, or an Oncology nurse educator. No third party companies listed as the presenter will be accepted. Abstracts that have been submitted and presented previously are acceptable. Presenter and research will be vetted by the FLASCO Ad Hoc Abstract Review Committee.

Abstracts of superior quality will be selected by the FLASCO Ad Hoc Abstract Review Committee for 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 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.

POSTER SESSIONS

Selected abstracts will be displayed on poster boards for the entire duration of the meeting. The presenter should be available at their poster during the Official Poster Session. Presenters should be available during breaks and other designated times during the meeting to answer questions from meeting attendees. Presenters of abstracts selected for the Poster Session are 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. Generic names should be used when possible and appropriate. Any questions related to potential conflicts must be directed to the FLASCO Executive Director.

Each company may have 2 MSL table/poster displays

- **Size Limitations**

Presenter is asked to provide display. No larger than 36 inches high and 48 inches wide. If size is exceeded your poster may not fit on the board provided. 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. A 3x6 table can be provided, if requested.

- **Second Showings**

Abstracts that have been submitted and presented previously are acceptable.

Suggested Abstract Topic

- 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.
- Submitted electronically via email Katrina@flasco.org
- First author will receive email verification of receipt and acceptance.

RESPONSIBILITIES OF THE APPROVED PRESENTER

The Approved Presenter 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
- Complete the FLASCO conflict of interest policy

Onsite Instructions

- Presenter must be a Medical Science Liaison, physician, an author, or oncology nurse educator.
- You can assemble your poster approximately 30 minutes before the poster session begins.
- Handouts or supporting materials for your poster are approved for distribution, at your discretion.
- We ask that you 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).

Who is considered an Approved Presenter?

A medical science liaison, a physician, an author, or oncology nurse educator may present the approved poster.

What is the deadline for abstract submissions?

The deadline for abstract submissions is **found on the Poster Presentation home 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 as an Approved Presenter?

There is no limit to the number of abstracts submitted. Each company may have up to 2 MSL tables/poster displays.

Can I submit a Late-Breaking Abstract?

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.

May I submit an abstract if I am not a FLASCO Corporate Member?

No, you must be a FLASCO Corporate Member to submit an abstract. We ask that no third party companies submit in lieu of FLASCO Corporate Member.

Can I revise my abstract after it has been submitted?

No

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 for the meeting. (www.flasco.org)

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

If the Presenter 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. 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



Permission to Publish Form

Please email your submission and this form the FLASCO office staff, katrina@flasco.org, to be forwarded to the FLASCO Ad Hoc Abstract Committee for review.

Company Name	
Poster Presentation Presenter Name (preferably FLASCO member)	
Presenter Job Title	
Presenter Employer	
Email Address	
Mobile Phone No.	
Mailing Address	

Description of Submitted Work

Title	
Word Count	
Topic	

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. 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

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

Presenter Signature and Date:
