



Tumor Immune Microenvironment: A Holistic Approach Workshop

April 21-22, 2022 • San Diego and Virtually

Abstract Presentation Information

After abstracts are reviewed and selected, abstract submitters are sent an email notification stating whether the abstract was accepted, and, if so, what type of abstract presentation it was accepted as. Within the notification, the abstract submitter will also be asked to accept or decline participation in the SITC Tumor Immune Microenvironment Workshop. If we do not receive a response by the stated deadline, we will assume you accept.

Abstract Presentation Guidelines

Registration

The presenting author must register for the Tumor Immune Microenvironment Workshop to present an abstract. Submitting an abstract does not register you for the workshop. Abstract presenters do not receive complimentary registration.

Types of Abstract Presentations

Abstract Poster Presentations

Poster Session Location: Sheraton San Diego Hotel & Marina

Poster Session Time: 5:20–6:20 p.m. on Thursday, April 21, 2022

On-Site Poster Presentation Guidelines:

- The presenting author is responsible for printing, bringing, and hanging up their poster
- Poster set up: April 21, 2022, from 1-5:20 p.m.; poster tear down: April 21, 2022, after 6:20 p.m.
- Poster presenters are required to stand by their poster during the Poster Session and Reception
- SITC does not provide any recommendations or accommodations for printing, shipping, or disposing of any posters. The presenting author must bring the poster with them to the meeting for their presentation. Posters left in the Poster Hall on at the end of the program will be disposed of
- Posters can provide additional information to attendees either as a printed handout or by including a link or QR code on the poster
- SITC does not print or provide recommendations on where to print your poster or accompanying handouts

Physical Poster Requirements

- Maximum poster size: 4' tall x 8' wide, horizontal (landscape) orientation
- **All presenters are asked to submit an ePoster for virtual meeting attendees**

ePoster Presentation Guidelines

- **All poster presenters are asked to submit an ePoster**
- ePoster upload is due April 14, 2022
- The ePosters will be available for attendees on the virtual meeting platform for the duration of the Workshop on April 21 and 22. There is not a designated poster session time for ePosters
- Presenters can provide additional information to attendees by including a link or QR code on their eposter
- There is the option to submit a 5-minute video or audio clip to accompany the ePoster PDF.



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ePoster Requirements:

- The ePoster must be one slide, converted to a one-page PDF file
- Ideal poster size: landscape (horizontal) format (16:9 ratio)
- ePoster upload must be a PDF file at the highest resolution possible
- Maximum file size is 2GB
- Recommended to use a clear typeface font (i.e. Arial, Calibri, etc.)
- Optional video/audio clip may be no longer than 5 minutes

Oral Abstract Presentations

Oral abstract presentations are selected by the Tumor Immune Microenvironment Workshop Organizers. All abstracts chosen for oral abstract presentation will present during a specific Workshop session on either Thursday, April 21 or Friday, April 22, 2022 at the Tumor Immune Microenvironment: A Holistic Approach Workshop. Oral abstract presentations are 15-minutes in length total, consisting of a 10-minute presentation and a 5-minute question and answer session after the presentation. Exact presentation dates and times will be provided in the acceptance notifications.

The designated presenting author of all oral abstract presentations will be added to the SITC speaker management system upon confirming participation in the program to collect all required information. Oral abstract presenters will be required to submit a conflict of disclosure form, a recording permission form, a photo, and a biography as well as submit presentation slides prior to the Tumor Immune Microenvironment Workshop.

Prior to the Workshop, all session presenters will be contacted with the final session information so that they may communicate with the Tumor Immune Microenvironment Workshop Organizers and other presenters. Some sessions may schedule a conference call to review the session presentations, others may communicate via email. All presenters are required to be responsive to the requests of the Tumor Immune Microenvironment Workshop Organizers and SITC staff.

Faculty Guidelines and Information

Guidelines

Please take into consideration the following guidelines when creating and presenting your talk for this educational activity. These guidelines were created to help ensure that presentations give a balanced viewpoint to learners that is free of commercial bias.

- Faculty will disclose to SITC all relevant financial relationships, and hereby allow SITC to disclose this information to learners in print
- Presentations and/or content will need to be reviewed prior to the activity. Educational content and resources must be submitted in advance. Content and resources from faculty are due Apr. 7.
- The content and/or presentation of the information with which you are involved, including any presentation of therapeutic options, is expected to be well-balanced, evidence-based and unbiased. It will promote quality or improvements in healthcare and will not promote a specific proprietary business interest of a commercial interest.
- If faculty are presenting research funded by a commercial company, the information presented will be based on generally accepted scientific principles and methods, and will not promote the commercial interest of the funding company.



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- If faculty have been trained or utilized by a commercial entity or its agent as a speaker (i.e., speaker's bureau) for any commercial interest, the promotional aspects of that presentation will not be included in any way with this activity.
- If faculty provide recommendations involving clinical medicine, they will be based on evidence that is accepted within the medical profession as adequate justification for their indications and contraindications in the care of patients. All scientific research relating to this activity in support of a patient care recommendation will conform to the generally accepted standards of experimental design, data collection, and analysis.
- If faculty discuss specific health care products or services, they are to use generic names to the extent possible. If necessary to mention trade names, faculty will use trade names from several different companies when available.
- If faculty discuss any product use that is off-label or investigational, they are to disclose that the use or indication in question is not currently approved by the FDA. Please state in presentations, "There **will OR will not** be discussion about the use of products for non-FDA approved indications in this presentation."
- Faculty have not and will not accept any additional honoraria, payments or reimbursements beyond that which has been agreed upon directly with SITC specific to this particular presentation for the SITC educational activity.
- A monitor will be attending the event to ensure that all presentations are educational, and not promotional, in nature.

Faculty Information

- Should faculty have any last minute changes to their presentation slides, all faculty are required to provide the final presentation slides at least 24 hours ahead of the workshop to SITC Staff.
- Presentation Requirements: *All presentations must be in 16:9 aspect ratio.* All Faculty must also have a disclosure slide in the beginning of their presentation, even if just to state that there are no relevant disclosures to the presentation. If faculty intend to discuss any product use that is off-label or investigational, they must disclose that the use or indication in question is not currently approved by the FDA. Faculty must include the following sentence on their disclosure slide: "There **will OR will not** be discussion about the use of products for non-FDA approved indications in this presentation." Please use the TME Workshop slide template for creating your PowerPoint presentation.
- Recording Permissions: To advance the field, SITC requests you complete a recording permission form to give us permission to post your slides on the Society's website and/or to prepare audio-visual (AV) recordings of your presentation for production, online hosting, and distribution as webinars and/or other electronic media. These enduring materials greatly extend the educational impact and reach of the live meeting.