

SITC 2024 Spring Scientific:  
Metabolism at the Hub of  
Cancer and Immunity  
**Abstract Reference  
Guide**

## SITC 2024 Spring Scientific: Metabolism at the Hub of Cancer and Immunity Abstract Guide

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## Metabolism at the Hub of Cancer and Immunity

### Overview

Immunometabolism is an exciting field with several critical connections to cancer immunology, most notably through studies of immune cell, cancer cell, and microbiome metabolism. The program will feature in-depth discussions into the latest scientific insights on the impact of metabolism on cancer and immunity and the newest translational studies investigating how reprogramming metabolic pathways can improve immunotherapies like cell therapies or checkpoint blockade.

Basic, translational, and clinical scientists in attendance will benefit as they learn more about the fast-paced and exciting field of immunometabolism and its impact in the field of cancer immunotherapy.

### Target Audience

The target audience for this program includes clinical, basic and translational researchers from academic, industry, or government settings with an interest in the relationship between metabolism, cancer biology, microbiome, and anti-cancer immunity.

### Reasons to Submit Your Abstract

- Free submission for members and nonmembers
- Multiple oral presentation spots available and poster presentations available
- The opportunity to present and discuss your research with experts in the field

## Abstract Submission Information

### Submitting an Abstract

Abstract submissions are due by 5 p.m. PST on **January 10, 2024**.

### Selection Criteria

Abstract reviewers consider a number of variables in rating the abstracts for selection for oral presentation. General considerations include quality of the research and presentation, the strength of the results and methods, and whether the reported research significantly advances the field.

#### Quality of Research and Presentation of Results

- Overall quality of the research as described in the abstract is high
- Reported results are novel and scientifically important
- Results are presented clearly

#### Methods and Results

- Abstract includes clear description of reliable methodology and models
- Abstract includes specific results and data on sample size, endpoints and outcomes, with statistical analysis demonstrating significance of findings

#### Research Advances the Field

- Abstract includes concise description of the implications of the research to advance basic scientific understanding, translation and/or clinical application of cancer immunotherapy

### Oral Abstract Presentations

Abstracts are selected for presentation during the meeting by the SITC Spring Scientific Organizers. In addition to the abstract information, the SITC Spring Scientific Organizers take into consideration the intent of the session, the other presentations in the session, and if the abstract serves the needs and interest of the SITC audience before selecting abstracts for oral presentation.

### Questions

The rest of this guide highlights important information, criteria, guidelines, policies, and instructions for using the abstract submission site. More information can also be found on the 2024 SITC Spring Scientific homepage at <https://www.sitcancer.org/education/spring-scientific/2024-spring-scientific>. For any other questions regarding abstract submission, please contact [education@sitcancer.org](mailto:education@sitcancer.org) or 414-271-2456.

## Important Abstract Dates

September 15, 2023	Abstract Application Submission Site Opens
January 10, 2024	Abstract Application Submission Site Closes at 5 p.m. PST
January 29, 2024	Abstract Application Notifications Sent
March 10–12, 2024	SITC Spring Scientific: Metabolism at the Hub of Cancer and Immunity

## Abstract Guidelines

### Submission Guidelines

Below are the guidelines for your abstract submission. The submitting author is responsible for assuring that the abstract adheres to these.

#### General Requirements

- Type the text unjustified without hyphenating words at line breaks.
- Use single line spacing. Use hard returns only to end headings and paragraphs.
- Abbreviations should be used as sparingly as possible and should be defined when first used.
- All abstracts must be in English. Spelling within any one abstract should be US English or UK English, but not a mixture.
- In most cases, Greek letters and other special characters will transfer from your word processing software via copy and paste functions. If you are unable to reproduce a particular special character, type out the name of the symbol in full.
- SI units should be used throughout (liter and molar are permitted, however.)

#### Title

The title must be entered exactly as it should appear and should be in sentence case. Do not put the title in quotes, underline it, or use punctuation. The title can be a maximum of 200 characters, including spaces.

Example: Novel pharmacologic approach to enhance the epigenetic and immune priming effect of decitabine in patients with advanced non-small cell lung cancer

#### Presentation Type

Abstracts can be considered for “Oral or Poster” OR “Poster ONLY.” Those who select “Poster ONLY” will not be considered for oral presentation within the SITC Spring Scientific. Selecting “Oral or Poster” will allow you to be considered for oral presentation within the SITC Spring Scientific and/or poster presentation.

#### Keywords

All abstract submitters will be asked to indicate keywords for their abstract. Keywords are included in the website publication of abstracts to assist in abstract searches. Multiple keywords can be selected. The following is the list of keywords:

- |                      |   |
|----------------------|---|
| • CAR T cells        | • Microbiome                            |
| • Epigenetics        | • Tumor Infiltrating Lymphocytes (TILs) |
| • Immune Suppression | • Tumor Evasion                         |
| • Myeloid Cells      | • Tumor Microenvironment                |
| • Metabolism         |   |



## Abstract Structure

The following is included in the abstract body and must not exceed 400 words total.

- *Background*
- *Methods*
- *Results\**
- *Conclusions\**

\* For Clinical Trials in Progress, if results and conclusion are not applicable please put “N/A”.

In addition to the abstract body, you should include the following information if applicable:

- *Acknowledgements*: Brief acknowledgements may be included.
- *Trial Registration*: If applicable, abstracts related to randomized, controlled clinical trials (RCTs) should include the trial registry along with the unique identifying number. Trial registers that currently meet the publisher’s requirements can be found at <http://www.icmje.org/about-icmje/faqs/clinical-trials-registration/>
- *References*: Citations to references should be included in square brackets [1,2]. All references need corresponding citations in the text, and vice versa.

Journal abbreviations should follow MEDLINE standards. References should be laid out at the end of the abstract. Example:

1. Lastname A, Lastname B, Lastname C. Title of journal article. Journal Medline abbreviation. Year; Volume:first page-last page.
2. Chomczynski P, Sacchi N, Single-step method of RNA isolation by acid guanidinium thiocyanate-phenol-chloroform extraction. Anal Biochem. 1987;162:156-159.

Web links (URLs) should be provided in full, including both the title of the site and the URL, in the following format:

Mouse Tumor Biology Database  
[[http://tumor.informatics.jax.org/cancer\\_links.html](http://tumor.informatics.jax.org/cancer_links.html)]

- *Ethics Approval*: If the abstract discusses studies involving human subjects, human material, or human data, or involving animals, an ethics statement should be included: “This study was approved by XYZ institution’s Ethics Board; approval number 12345.” The committee and approval number should come from whomever reviewed and approved the use of the data. The ethics statement must cover all patients in the study even at multiple institutions
- *Consent*: If applicable, for abstracts containing sensitive or identifiable information, written consent to publish must be obtained from the study participant(s) by authors. In these cases authors should include a ‘consent’ section in their abstract and we recommend using the following wording: “Written informed consent was obtained from the patient for publication of this abstract and any accompanying images. A copy of the written consent is available for review by the Editor of this journal.”

## Authors and Institutions

- All authors and contact information must be listed in the correct order. The order in which authors will be listed in the author block of the website publication is the order that they are entered.
- Each author **MUST** indicate at least one institution affiliation. Affiliations should include Department, University, Town, State, USA **OR** Institution, Town, Country, for example:

<sup>1</sup>Pathology Department, New York School of Medicine, New York, NY, USA

<sup>2</sup>Roche Innovation Center Penzberg, Penzberg, Germany

- Your submission needs to have a minimum of:
  - 1 Corresponding Author
  - 1 Presenting Author
  - 1 Primary Author
- If you are submitting the abstract but ARE NOT an author, please select “Submitter” as your role. Those with “Submitter” as their role *will not* be included in the abstract author list.
- There is no limit to the number of authors you can include.
- The author submitting an abstract to the SITC Spring Scientific must agree to the following:
  - Serve as the contact for all correspondence about the abstract and inform co-authors about its status.
  - Confirm all authors are aware of and agree to the content and data presented in the abstract.
  - Agree that, if accepted, the presenting author or a co-author noted will present the abstract at the SITC Spring Scientific.

## Tables, Figures and Images

- Tables, figures and images need to be numbered (ie: Table 1, Figure 1, or Image 1) in the title field with a caption.
- The title and caption (optional) should be included in the uploaded file and are not include in the total abstract word count.
- The background, methods, results and conclusions are the only fields included in the word count. The fields that are no longer in the word count include the acknowledgements, trial resignation, references, ethics approval and the consent.
- All figures, tables, and images need corresponding citations in the text, and vice versa. Citations to any figures (Figure 1), tables (Table 1) or images (Image 1) must be included in round brackets.
- There is not a limit to the number of figures that can be included.
- Figures must be supplied electronically at 300 dpi minimum (600 dpi preferred).
- Do not include figures with embedded hyperlinks.
- The following file types will be accepted: .png, .jpg.

## Formatting Your Font

If you would like to format your font to include italics, bold, or underline, you may do so.



## Abstract Management System Instructions

To submit an abstract, click [here](#).

### Logging In

If you have a SITC CONNECT account, enter your username and password to log in. If you forgot your username and/or password, you can retrieve that information by selecting *click here* in the first bullet point and entering your email address.

### Creating a SITC CONNECT Account

If you do not have a SITC CONNECT account, you can create one by selecting *click here* in the second bullet point, then:

- You will be asked to enter your email address.
- An email will be sent to that address. You will need to click on the link in the email to confirm and set up your account.
- You will be asked to enter information for your account profile and select *continue*.
- You will then need to set up your username and password and select *continue*.
- You will see a confirmation screen that your account has been created and will be asked to log in.

### Creating an Abstract Submission

Once you are logged in, you will be shown the abstract submission home page with important information regarding the submission process.

When you are ready to submit your abstract, select *Begin a Regular Abstract Submission* or *Begin a Young Investigator Award Submission* at the bottom of the page.

You will be directed to the abstract submission process, which starts with completing the General Data Protection Regulation (GDPR) form.

You will then want to complete the information for your abstract. Certain fields are required, which will be indicated when advancing throughout the submission. For questions about the required information, please see the Submission Guidelines starting on page six.

Please be sure to select *Save* at the bottom of each page after adding information to save it and move on to the next page.

### Adding Images

To add an image, you can upload a file by selecting *Choose File* under Upload Image.

A title is required and needs to include whether the object is a table, figure or image and what number it is (ie: Table 1, Figure 1, Image 1). **Your title should be included in your uploaded file.** You can also add a caption below the image, if applicable.

Make sure to click Save at the bottom of the page after uploading your file(s). If you need to delete a file, click *Delete* next to the file.

For additional files, follow the same process as above.

## Authors

### Submitters

When at the Author step of the submission, you will have the option to add an Author or Submitter. If you are not an author on the abstract, select Submitter role, which means that you are the submitter, but NOT AN AUTHOR. If you are an author, you must select the Author role by clicking the box next to Author.

### Adding an Author

To add another author, select *the correct role* (Submitter or Author), then:

- You can search for authors by entering their first name, last name and/or email address. If the author is in our database, they will appear in your search results. Select the correct individual and then click *Select* at the bottom of the page to add them to your author list.
- If the author is not in the database, you will need to add a new person. You will be directed to a new page to add the person or will need to select “Not Found – Enter a new name” and click *Select*.
- For a new person, you will need to complete the required information for each author. Please complete this information carefully as not all information can be edited once you submit the author. Once the information entered is complete, select *Save and Continue*.
- Once an author is added you will see them in the author list table. To add additional authors, select *Add new person*.
- Once authors are added in the author list table, you will need to indicate the Presenting Author and Corresponding author by selecting those roles for the correct authors.

- Please note, the Primary Author should be the first listed author in the author list.

38<sup>th</sup> ANNUAL MEETING & PRE-CONFERENCE PROGRAMS

Abstract Submission ID: 1105 Show Password

GDPR Title Abstract Supplementary Material Author Copyright Disclaimer Confirmation

### Add/Edit People

Your submission needs to have a *minimum* of:

- 1 Corresponding Author
- 1 Presenting Author
- 1 Primary Author

- Authors will be listed in all publications including, but not limited to, online, Annual Meeting abstract materials, and the *JITC* supplement in the exact order listed below. To reorder the author list, please use the up and down arrows in the "Move" column below.
- The presenting author will need to complete a Conflict of Interest Disclosure form. Once the abstract is submitted for review, they will be sent an email notification with a link to this form.
- **The Primary Author is indicated by the first name listed in the author list and will be highlighted.**
- Select the Presenting Author and Corresponding Author in the chart below. Please note, once selected, it will automatically save.
- If you are submitting the abstract and are NOT an author, please make sure your role is showing as "Submitter" below. Those with ONLY the "Submitter" role will not be included in the abstract author list.
- There is no limit to the number of authors you can include.

**IMPORTANT: Authors will be listed in all publications including, but not limited to, online, Annual Meeting abstract materials, and the *JITC* supplement in the *exact order* listed below.**

ROLE	CORRESPONDING	PRESENTING AUTHOR	PERSON	EDIT	DELETE	MOVE	IMPERSONATE
Presenting Author	<input type="radio"/>	<input checked="" type="radio"/>	Allison Stribling				
Author	<input type="radio"/>	<input type="radio"/>	David Wood, PhD				
Corresponding	<input checked="" type="radio"/>	<input type="radio"/>	Cayla Kuchler, BS				

[Add new person](#)

Ultimately, people will be listed in this format:

**Allison Stribling<sup>1</sup>**, David Wood, PhD<sup>2</sup> and Cayla Kuchler, BS<sup>2</sup>, (1)Society for Immunotherapy of Cancer (SITC), Milwaukee, WI, (2)SITC, Milwaukee, WI

Next step: [Copyright Disclaimer](#)

## Updating Author Information

You will be able to update the information that is displayed in the author table. If additional information needs to be changed or updated, you can select the *Edit* button.

Please note all authors receive a confirmation email once an abstract is submitted to inform them an abstract was submitted in which they were listed as an author.

To reorder the authors, you can use the arrows to move the authors around. Again, the Submitter will not be included as an author and will be included in a separate table under the author list.

## Abstract Summary

Copyright Disclaimer: All submitters must read the copyright disclaimer and agree to the terms by providing their electronic signature (first and last name). If you are or a co-author is a NIH employee, you must also complete and sign a NIH Publishing Agreement and Manuscript cover Sheet and email it to SITC staff at [educaion@sitcancer.org](mailto:educaion@sitcancer.org).

The information you enter for your abstract will be displayed on the Confirmation page, which is the last step of the submission process. To print or save this summary as a PDF, you can select *Click here to print this page* at the bottom of the page. To make changes to your abstract, you can use the tabs at the top navigate through your abstract.

## Submitting your Abstract

Once all the necessary information is complete, you can either submit your abstract by clicking *Conclude Submission*. If you do not click *Conclude Submission*, your abstract will be saved but NOT submitted.

If you are missing any required information, you will be notified of the missing information and can either go back to complete those items or save your abstract to complete at a later date.

## Navigating your Form

You can move to different parts of the form by using the top navigation tabs. Please note, each time you advance through a step, your abstract will be saved at your last complete step.

Use the back button in the internet browser to go to a previous page.

## My Abstracts

To see a summary of the abstracts you have started and/or submitted, click on *Abstract Submissions* in [SITCANCER Gateway](#). From here, you can

- See if the abstract has been submitted or is a work in progress by selecting the abstract title. Once in the abstract submission, if your abstract has been submitted, the Confirmation step will be green and marked with a check mark.
- Use the tabs at the top to navigate through your abstract(s), edit the authors, edit the abstract, etc.

## Conflict of Interest Disclosure

After you have submitted your abstract, the presenting author will need to complete a conflict of interest disclosure. Once an abstract is submitted, the presenting author will receive a confirmation email, which will include the link to the COI form. They will need to log in using their SITC CONNECT account to access the form.

## Technical Support

If you have any technical difficulties during your abstract submission process, click on *Feedback and Support* on the right hand side of your screen. Your inquiry will be sent to the technical support team when you complete the form. Please note, regular office hours for the technical support team are 9 a.m.–5 p.m. C.S.T. Monday through Friday.

If you have any non-technical support questions or issues, please contact the SITC Education Department at [education@sitcancer.org](mailto:education@sitcancer.org) or +1 414 271-2456.

## Abstract Review and Selection

### Review

Abstracts are reviewed by the SITC Spring Scientific Organizers and volunteers. They will consider a number of variables in rating the abstracts for selection for oral presentation. General considerations include quality of the research and presentation, the strength of the results and methods, and whether the reported research significantly advances the field.

#### Quality of Research and Presentation of Results

- Overall quality of the research as described in the abstract is high

- Reported results are novel and scientifically important
- Results are presented clearly

## Methods and Results

- Abstract includes clear description of reliable methodology and models
- Abstract includes specific results and data on sample size, endpoints and outcomes, with statistical analysis demonstrating significance of findings

## Research Advances the Field

- Abstract includes concise description of the implications of the research to advance basic scientific understanding, translation and/or clinical application of cancer immunotherapy

## Additional Considerations

- Are the reported results novel and scientifically important?
- Are the results presented clearly?
- Does the abstract include specific results and data on sample size, endpoints and outcomes with statistical analysis demonstrating significance of findings?
- Does the abstract include clear descriptions of reliable methodology and models?
- Does the abstract include a concise description of the implications of the research to advance basic scientific understanding, translation and/or clinical application of cancer immunotherapy?
- Is the overall quality of the research as described in the abstract high?

## Selection

### Oral Abstract Presentations

Abstracts are selected for presentation during the meeting by the SITC Spring Scientific Organizers. In addition to the abstract information, the SITC Spring Scientific Organizers take into consideration the intent of the session, the other presentations in the session, and if the abstract serves the needs and interest of the SITC audience before selecting abstracts for oral presentation.



## 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 Spring Scientific. 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 SITC Spring Scientific to present an abstract. Submitting an abstract does not register you for the conference. Abstract presenters **do not** receive complimentary registration.

#### Types of Abstract Presentations

##### Abstract Poster Presentations

Poster Session Location: InterContinental Miami | 100 Chopin Plaza | Miami, FL 33131

Poster Session Time: 6–7 p.m. on Sunday, March 10, 2024

Poster Session Time: 5:15–6:45 p.m. on Monday, March 11, 2024

*\*Please note the presentation time and location are subject to change.*

#### On-Site Poster Presentation Guidelines:

- The presenting author is responsible for printing, bringing, and hanging up their poster
- 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: 8' wide x 4' tall, horizontal (landscape) orientation
- **All presenters are required to submit an ePoster for virtual meeting attendees**

#### ePoster Presentation Guidelines

- **All poster presenters are required to submit an ePoster**
- ePoster upload is due **February 26, 2024**
- The ePosters will be available for attendees on the virtual meeting platform for the duration of the SITC Spring Scientific, March 10–12, 2024. 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.

## 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 SITC Spring Scientific Organizers. All abstracts chosen for oral abstract presentation will present during a specific Spring Scientific session on either Sunday, March 10, 2024, Monday, March 11, 2024 or Tuesday, March 12, 2024 at the SITC Spring Scientific: Metabolism at the Hub of Cancer and Immunity. Oral abstract presentations are 10-minutes in length total.

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 SITC Spring Scientific.

Prior to the Conference, all session presenters will be contacted with the final session information so that they may communicate with the SITC Spring Scientific Organizers, Faculty 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 SITC Spring Scientific Organizers and SITC staff.

## Spring Scientific Abstract Awards

To recognize and support outstanding abstract submissions, SITC will offer five (5) Scientific Abstract Awards. The awardees will be selected by the Program Organizers from the top scored abstracts. Those selected will receive complimentary registration to the Spring Scientific as well as a certificate and a poster ribbon.

Two of the five awards will be reserved for those who self-identify as individuals from underrepresented racial and ethnic groups in the Biomedical Sciences according to the [NIH definition](#). The information collected in response to the self-identifying process will only be viewed by SITC staff and program organizers.

## 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 February 26, 2024.
- 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.
- 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 conference 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 SITC Spring Scientific 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.

## Policies

Below are the policies of the SITC abstract submission process. By submitting an abstract, you are agreeing to abide by these policies.

### SITC Meeting Code of Conduct

Please see the [SITC Meeting Code of Conduct](#) regarding policies for program participants and attendees.

### SITC Privacy Policy

Please see the [SITC Privacy Policy](#) regarding providing your information on SITC platforms and our service providers, including the Abstract Management System provided by The Conference Exchange.

### Encore Presentation Policy

Encore Presentations are welcome for presentation during the SITC Spring Scientific.

## Frequently Asked Questions

### Submitting an Abstract

#### When can I submit an abstract?

The abstract submission period is September 15, 2023 through January 10, 2024 at 5 p.m. PST.

#### Do I need to be a SITC member to submit?

You do not need to be a SITC member to submit an abstract.

#### What information do I need to submit for my abstract?

The following items are requested, if applicable, when submitting an abstract:

- Title
- Background
- Methods
- Results
- Conclusions
- Acknowledgements
- Trial Registration
- References
- Consent
- Ethics Approval
- Authors and Institutions
- Tables, Figures and Images

#### How many authors can I include?

There is no limit to the number of authors that can be included on an abstract. All authors must have at least one institution listed, though, and there must be a minimum of one corresponding, one primary and one presenting author for each abstract.

#### How do the presenting author submit their COI?

After you have submitted your abstract you will receive a confirmation email. The presenting author will then need to click on the link, which will take them to the online COI form. You will need to log in using your SITC Connect account to access and complete this form.

#### How many tables, figures and images can I include?

There is no limit to the number of tables, figures or images that can be included on an abstract. All figures, tables and images must be numbered (i.e.: Table 1, Figure 1, or Image 1) in the title field and cited in the abstract text.

How can I format my font to include italics, bold, and/or underline?

If you would like to format your font to include italics, bold, or underline, you may do so.

What is included in the 400-word count of the abstract?

The only items that are required to stay within the 400-word count are the background, methods, results, and conclusion. The following items are **NOT** included in the 400-word count limit:

- Acknowledgements
- Trial Registration
- References
- Consent
- Ethics Approval
- Authors and Institutions
- Tables, Figures and Images

When will I find out if my abstract was selected?

Abstract submitters will be notified if their abstract was accepted for presentation on January 29, 2024.

How do I submit my conflict of interest form after I have submitted my abstract?

After you have submitted your abstract you will receive a confirmation email. The presenting author will then need to click on the link and complete their profile information first including their contact information. After that is completed and submitted they will next be able to complete the COI form.

I have not received information about my abstract, who should I contact?

For all questions regarding abstracts please contact [education@sitcancer.org](mailto:education@sitcancer.org)

## Accepted Abstracts

My abstract was accepted, do I have to register for the meeting?

Yes, the presenting author must register for the SITC Spring Scientific to present an abstract. Submitting an abstract **does not** register you for the meeting.

Is registration free because my abstract was accepted?

Unfortunately, SITC does not offer free registration to abstract presenters.

My abstract has been accepted, how do I confirm my participation?

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 Spring Scientific. If SITC does not receive a response by the stated deadline, SITC will assume you agree to present.

## When will I find out when I am presenting?

Both oral and poster abstract presenters will be informed of their presentation details in their notification email to be sent on January 29, 2024.

## I was accepted for an oral abstract presentation, can I present my abstract as a poster as well?

In addition to oral abstract presentations, oral presenters are invited to present their abstract as a poster as well. The presenting author is responsible for printing, bringing and hanging up their poster. SITC does not provide printing services on-site, or special accommodations for disposing of or shipping posters after the conference.

## How can I view my submitted abstract?

You may view your submitted abstract by logging into the abstract submission system and clicking on 'Abstract Submissions'.

## Abstract Presentations

### What information is needed for my presentation?

- Oral Abstract Presenter:
  - Presenter's photo and brief biography
  - Presenter's conflict of interest disclosure form
  - PowerPoint presentation slides
  - Completed recording permission form
- Poster Abstract Presentation:
  - Printed poster for onsite display
  - ePoster for virtual platform

### When are PowerPoint presentations needed by?

All abstract PowerPoint presentations are due February 26, 2024.

### Why do you need them before the meeting?

All presentations are needed prior to the meeting for review to ensure they follow the guidelines given to the author.

### What if I have edits to my presentation after February 26?

All faculty are required to provide the final presentation slides at least 24 hours prior to the conference to SITC Staff.

### Will the slides be kept confidential?

Presentation slides will be made available to meeting attendees.



## Where will the posters be located?

The Poster Session will be located in room Brickell in the InterContinental Miami.

## When and where will my poster be displayed?

Odd Number Posters will be displayed on Sunday, March 10 and Even Number Posters on Monday, March 11 in the Sevilla Room at the InterContinental Miami.

## What are the poster specifications?

Posters specifications (dimensions) will be based on the number of abstracts that will be presented and will be provided with acceptance notifications.

## Can I print my poster onsite?

Unfortunately, SITC does not provide any recommendations or accommodations for printing posters onsite at the Annual Meeting. SITC suggests bringing your poster with you while traveling.

## Are there any special accommodations for disposing or shipping my poster after the conference?

SITC does not provide any recommendations or accommodations for 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 after the Poster Session will be disposed of.

## Can I include additional information either with a printed handout or by providing a link to more information online?

Yes, posters can provide additional information to attendees either as a printed handout or by including a link or QR code on the poster.

## Is there Audio Visual for Oral Abstract Presentations?

Yes, there will be a microphone as well as a screen for oral abstract presentations.

## Can I give an encore presentation?

Yes, encore presentations are welcome for the SITC Spring Scientific.

## How do I change the presenter for my abstract?

If you would like to withdraw or change the presenter of your abstract, please submit your request in writing to [education@sitcancer.org](mailto:education@sitcancer.org). Upon receipt of your request SITC will make the change, if possible, and send a confirmation once the withdrawal or change has been completed.

## How do I make a change to the abstract content?

Abstracts will be provided on the SITC website as enduring materials after the conference. If you would like to make a change to your abstract, please submit your request in writing to [education@sitcancer.org](mailto:education@sitcancer.org). Upon receipt of your request SITC will make the change, if possible, and send a confirmation once the change has been completed.