SITC Spring Scientific

Host Immunity in Immunotherapy Responses: From Discoveries to Precision Oncology Overview

Abstract Reference Guide

SITC 2023 Spring Scientific: Host Immunity in Immunotherapy Responses: From Discoveries to Precision Oncology Abstract Guide

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Host Immunity in Immunotherapy Responses: From Discoveries to Precision Oncology

Overview

The 2023 SITC Spring Scientific, Host Immunity in Immunotherapy Responses: From Discoveries to Precision Oncology, will take a holistic approach in addressing factors that affect the host and response to immunotherapy beyond the tumor microenvironment. The program will feature in-depth discussions of scientific breakthroughs, cutting-edge methodologies and technologies, and the newest clinical studies pertaining to environmental, genetic, and patient-specific factors that affect patient health and response to immunotherapy. Basic, translational, and clinical scientists in attendance will benefit as they learn more about patient characteristics and environmental changes that can improve the efficacy of cancer immunotherapies.

Target Audience

The target audience for this program includes clinical, basic and translational researchers from academic, industry, or government settings with interest addressing factors that affect the host and response to immunotherapy.

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 applications are due by 5 p.m. PST on **January 10, 2023**.

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 be also be found at https://www.sitcancer.org/education/spring-scientific. For any other questions regarding abstract submission, please contact education@sitcancer.org or 414-271-2456.

Important Abstract Dates

September 22, 2022   Abstract Application Submission Site Opens

January 10, 2023   Abstract Application Submission Site Closes at 5 p.m. PST

February 8, 2023   Abstract Application Notifications Sent

March 15-17, 2023   SITC Spring Scientific: Host Immunity in Immunotherapy Responses: From Discoveries to Precision Oncology Overview

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. Please select up to 10 keywords below. Up to 10 keywords can be selected. The following is the list of keywords:

- Adoptive cell therapy
- Adoptive immunotherapy
- Angiogenesis
- Antigen presenting cells
- Autoimmunity

- B cell
- Bioinformatics
- Biomarkers
- Bispecifics
- Cancer prevention

- CAR T cells
- Checkpoint blockade
- Chemokine
- Chemotherapy
- Circulating tumor cells
- Clinical study
- Clinical trial
- Coinhibition
- Costimulation
- COVID
- Cytokine
- Dendritic cell
- Endoplasmic reticulum stress
- Epidemiology
- Epigenetics
- Extracellular vesicles/exosomes
- Fibroblasts
- Genetic polymorphism
- Glycoproteomics
- Granulocyte
- Gut
- Hypoxia
- Imaging
- Immune adjuvant
- Immune contexture
- Immune monitoring
- Immune suppression
- Immune tolerance
- Immune toxicity
- Immunometabolism
- Inflammation
- Innate immunity
- Leukemia/Lymphoma
- Lymphatics
- MDSC
- Metabolism
- Metastasis
- Microbiome
- Monocyte/Macrophage
- Myeloid cells
- Nanomedicine
- Neoantigens
- NK/NK T cell
- Pediatric tumors
- Post-translational modifications
- Pre-cancer interception
- Proteomics
- Radiotherapy
- Regulatory T cell (Treg cell)
- Solid tumors
- Sex hormones
- Stem cell/cancer-initiating cell
- Stress
- Surgery
- Systems biology
- T cell
- T cell lineages
- T cell priming
- Targeted therapy
- Tumor antigens
- Tumor imaging
- Tumor infiltrating lymphocytes (TILs)
- Tumor stroma
- Vaccine

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 isoloation by acid guanidinium thiocyanate-phernol-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]

- *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:

  [1]Pathology Department, New York School of Medicine, New York, NY, USA
  [2]Roche Innovation Center Penzberg, Penzberg, Germany

- Your submission needs to have a <u>minimum</u> of:
  - 1 Corresponding Author
  - 1 Presenting Author
  - 1 Primary Author
- If you are submitting the abstract but ARE NOT an author, please select "Submitter Only" as your role. Those with "Submitter Only" 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 should be numbered (ie: Table 1, Figure 1, or Image 1) in the title field with an optional caption.
- 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, .gif

Formatting Your Font
If you would like to format your font to include italics, bold, or underline, you may use tags such as <i>Italics</i>, Bold, or <u>Underline</u>.

Abstract Management System Instructions
To submit an abstract application, click here.

Logging In

If you have a SITC CONNECT account, enter your username and password. If you forgot your username and/or password, you can retrieve that information by selecting *click here* in the first bullet point and entering you 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 the Abstract Submission Process* at the bottom of the page.

If this is your first abstract, you will receive a message that you have no abstract on file and will need to select *Click here to add your first abstract*.

You will then want to complete the information for your abstract including the required fields which are marked with this symbol ❭. For questions about the required information, please see the Submission Guidelines starting on page 4.

Please be sure to select *Save and Continue* 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 drag and drop the image from your computer into the shaded box or select *Upload a file* to select an image from your files.

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). You will also need to add a caption for the image added. The title and caption do not count towards your abstract word count.

An image thumbnail will keep this viewable in the submission form, but you can also download the image to see it in the correct resolution by clicking the blue arrow next to the image. To delete the image, select the *X* below the image.

To add additional images, mark *Yes* next to *Do you want to add another?* If you are done adding images, select *No*.

Authors

Submitters

As the submitter, you will be automatically added to the author list. Your role is defaulted to "Submitter Only". "Submitter Only" means that you are the submitter, but NOT AN AUTHOR. If you are an author, you must update your role by clicking the box under the role column and selecting the appropriate role from the list and selecting *Save*.

Adding an Author

To add another author, select *Add Person*, then

- You can search for authors by entering their first name, last name, and email address. If the author is in our database, they will appear in your search results and you can add them to your author list.
- If the author is not in the database, you will need to add a new person.
- 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 *Add this Person*.
- Once an author is added, you will see them in the author list table.

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 will need to delete the author from the author table by selecting the *X* under the action column and create a new author record by selecting *Add Person* and reentering the information.

Please note, all authors receive a confirmation email once an abstract is submitted and are asked to confirm their information.

To reorder the authors, you can drag and drop the authors. Again, "Submitter Only" will not be included as an author, so the placement of submitters with the "Submitter Only" role will not affect the order of the authors.

Abstract Summary

The information you enter for your abstract will be displayed in a summary page. To print or save this summary as a PDF, select *Print this page for your records*. To make changes to your abstract, you can select *Edit* at the bottom of the screen.

Copyright Disclaimer: All submitters must read the copyright disclaimer and agree to the terms by providing their electronic signature (first and last name) and date.

Submitting your Abstract

Once all the necessary information is complete, you can either submit your abstract or save it to submit it at a later date.

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 my using the top navigation bar.

If you would like to save the information submitted and return to your abstract at a later date, select *Save & Return* in the upper right-hand corner.

My Abstracts

To see a summary of the abstracts you have started and/or submitted, click on *My Abstracts*. From here, you can:

- See if the abstract has been submitted or is a work in progress under *Status*.
- Use the icons to edit your abstract(s), edit the authors, see the abstract summary or withdraw your abstract under the column.
- You can also see when it was created, submitted and the submission type.
- To add another abstract, select *Click here to add another abstract*.

Conflict of Interest Disclosure

After you have submitted your abstract, the presenting author will need to complete a conflict of interest disclosure. In order to complete the form the presenting author will need to login to the system and complete their profile. After they have completed their biography, they will be directed to fill out their conflict of interest disclosure 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. Complete the form and your inquiry will be sent to the technical support team. Please note, regular office hours for the technical support team are 9 a.m. – 5 p.m. Monday through Friday.

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

Abstract Review and Selection

Review

Abstracts are reviewed by the SITC Spring Scientific Organizers and Co-Chairs. 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 and Co-Chairs. 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: Hyatt Regency Denver at the Colorado Convention Center
Poster Session Time: 6:30–8 p.m. on Wednesday, March 15, 2023 and 6–7:30 p.m. on Thursday, March 16, 2023

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: 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 March 1, 2023
- The ePosters will be available for attendees on the virtual meeting platform for the duration of the SITC Spring Scientifi, March 15-17, 2023. 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 abstracts presentations are selected by the SITC Spring Scientific Organizers and Co-Chairs. All abstracts chosen for oral abstract presentation will present during a specific Spring Scientific session on either Wednesday, March 15, Thursday, March 16 or Friday, March 17, 2023 at the SITC Spring Scientific: Host Immunity in Immunotherapy Responses: From Discoveries to Precision Oncology Overview. Oral abstract flash presentations are 5-minutes in length total. 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 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, Co-Chairs 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.

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 March 1.
- 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 Planstone.

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 22, 2022 through January 10, 2023 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?
Once an abstract is submitted, the presenting author is automatically sent an email notification asking them to complete their COI. The email notification contains a link that takes them directly to their profile information which they should review and update as needed. Once they submit that information, they will able to complete their COI form. Should the presenting author have any issues with the online COI form, they can complete the downloadable COI form once it is created and send the completed document to education@sitcancer.org. The submitting author can check if the presenting author has submitted their COI by viewing the author list and looking for a green check mark in the COI column next to the presenting author's name.

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 want to format your font you can use tags such as <i>Italics</i>, Bold, or <u>Underline</u>.

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 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 may abstract was selected?

Abstract submitters will be notified if their abstract was accepted for presentation on February 8, 2023.

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

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.

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 'My Abstracts'.

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

When are PowerPoint presentations needed by?

All abstract PowerPoint presentations are due March 1, 2023.

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 March 1?

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 near the session room in the Hyatt Regency Denver at the Colorado Convention Center.

When will my poster be displayed?

Posters will be displayed from 6:30–8 p.m. on Wednesday, March 15 and 6–7:30 p.m. on Thursday, March 16, 2023 at the Hyatt Regency Denver at the Colorado Convention Center.

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 on Thursday, March 16, 2023 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?

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