

Interrogating the Tumor- Specific Surfaceome for Immune Targeting Workshop Abstract Reference Guide

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



Society for Immunotherapy of Cancer

SITC 2021 Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop Abstract Guide

Table of Contents

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop Overview	1
Audience	1
Reasons to Submit to the Surfaceome Workshop	1
Abstract Submission Information	2
Submitting an Abstract	2
Abstract Submission Deadline	2
Selection Criteria	2
Questions	2
Important Abstract Dates	3
Abstract Guidelines	4
Submission Guidelines	4
Abstract Management System Instructions	7
Abstract Review and Selection	12
Abstract Presentation Information	13
Abstract Presentation Guidelines	13
Faculty Guidelines and Information	15
Abstract Policies	16
Frequently Asked Questions	17

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



Surfaceome Workshop Overview

The Society for Immunotherapy of Cancer's (SITC) Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop will focus on the tumor cell surfaceome and the many opportunities that accompany it for the development of future immunotherapies and maximization of existing techniques. By bringing together experts on the topic from a variety of fields including medical oncology, bioinformatics, cancer biology, genetics/epigenetics, immunology, and many others, the workshop will facilitate increased discussion in this important area.

Concepts ranging from the basic biology of cancer cell surface molecules to applications of drugs and cellular therapies targeting novel surface markers will be discussed, with the goal of defining the future direction of the field. It is anticipated that the efforts of this workshop will fuel innovative collaborations, disseminate important knowledge to the rest of the immunotherapy field, and help assure the continued growth of immunotherapy treatments as a whole.

Surfaceome Workshop Audience

The Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop audience includes academic and industrial researchers from a variety of fields including medical oncology, bioinformatics, cancer biology, genetics/epigenetics, and immunology, among others.

Reasons to Submit Your Abstract to the SITC Annual Meeting

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

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



Abstract Submission Information

Submitting an Abstract

Abstract applications are due by 5 p.m. PDT on July 22, 2021.

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 workshop by the Surfaceome Workshop Organizers. In addition to the abstract information, the Surfaceome Workshop 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 at sitcancer.org/education/immune-targeting-workshop. For any other questions regarding abstract submission, please contact education@sitcancer.org or 414-271-2456.

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



Important Abstract Dates

April 21, 2021	Abstract Application Submission Site Opens
July 22, 2021	Abstract Application Submission Site Closes at 5 p.m. PDT
August 19, 2021	Abstract Application Notifications Sent
Sept. 29–30, 2021	Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



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 SITC's Surfaceome Workshop. Selecting "Oral or Poster" will allow you to be considered for oral presentation within the Surfaceome Workshop 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 immunotherapy | • Immune toxicity |
| • Angiogenesis | • Immunoscore |
| • Antibody | • Inflammation |
| • Antigen presenting cells | • Leukemia/Lymphoma |
| • Autoimmunity | • Leukemia/Lymphoma |

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



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- B cell
- Bioinformatics
- Biomarkers
- Bispecifics
- CAR T cells
- Carcinogenesis
- Checkpoint blockade
- Chemokine
- Chemotherapy
- Clinical study
- Clinical trial
- Coinhibition
- Costimulation
- Cytokine
- Dendritic cell
- Epidemiology
- Epigenetics
- Extracellular vesicles/exosomes
- Gene expression
- Genetic polymorphism
- Glycoproteomics
- Granulocyte
- Immune adjuvant
- Immune contexture
- Immune monitoring
- Immune suppression
- Immune tolerance
- Immune toxicity
- Inflammation
- MDSC
- Metabolism
- Microbiome
- Monocyte/Macrophage
- Myeloid cells
- Neoantigens
- NK/NK T cell
- “Omics”
- Pediatric tumors
- Post-translational modifications
- Proteomics
- Radiotherapy
- Regulatory T cell (Treg cell)
- RNA
- Solid tumors
- Stem cell/cancer-initiating cell
- Surfaceome
- Surgery
- Systems biology
- T cell
- T cell lineages
- Targeted therapy
- TLR
- Tumor antigens
- Tumor evasion
- Tumor infiltrating lymphocytes (TILs)
- Tumor microenvironment
- Tumor stroma

Abstract Structure

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

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

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



* 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]

- *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:

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



¹Pathology Department, New York School of Medicine, New York, NY, USA

²Roche Innovation Center Penzberg, Penzberg, Germany

- Your submission needs to have a minimum of:
 - 1 Corresponding Author
 - 1 Presenting Author
 - 1 Primary Author
- The corresponding author will be highlighted and their email provided in the SITC website publication.
- 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 Surfaceome Workshop 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 Surfaceome Workshop.

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](#).

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



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 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 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.

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



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.

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego

print

This section is for ALL authors. Your session will be sent an email

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

- The presenting author will be notified to complete the form
- All non-presenting co-authors will be notified to complete the form
- The corresponding author will be notified to complete the form
- If you are submitting the abstract, you will not be included in the abstract
- There is no limit to the number of authors
- Authors will be listed in all publications

reorder the authors list, drag and drop

Order	Name
1	Jason T. TestUser
2	John TestUser
3	Lauren TestUser

Fields marked with red * are required

Add the following person to this session

First Name * Tiffany

Middle Initial

Last Name * TestUser

Degrees/Credentials

Email Address * testuser@email.com

Phone 6304052615

Role * Presenting Author

Institution * Society for Immunotherapy of Cancer

Department Education Department

City * Milwaukee

State Wisconsin

Country * United States

Add This Person

Add Person

Save & Continue

Edit this form

Feedback and Support

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.

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



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.

The image shows a screenshot of a web application interface for abstract submission. At the top, there is a horizontal navigation bar with six buttons: 'Submission Draft', 'Authors', 'Submission Proof', 'Copyright Disclaimer', 'Thank You', and 'Save & Return'. The 'Thank You' button is highlighted in a darker blue. Below this bar is a large white rectangular box with a blue border. Inside this box, the text 'Thank You! Your Abstract has been saved' is displayed in a bold, black font. Below this text, a smaller line of text says 'Please select one of the two options below:'. At the bottom of the white box are two blue buttons with white text: 'SUBMIT NOW for review' and 'DO NOT SUBMIT yet, return to home page'. To the right of the white box, there is a vertical blue button with white text that says 'Feedback and Support'.

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.

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



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 Surfaceome Workshop Organizers. The Surfaceome Workshop Organizers 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?

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



Selection

[Oral Abstract Presentations](#)

Abstracts are selected for presentation during the workshop by the Surfaceome Workshop Organizers. In addition to the abstract information, the Surfaceome Workshop 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.

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



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 Surfaceome 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 Surfaceome 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 Reception Location: Hilton San Diego Mission Valley Hotel

Poster Reception Time: 6 – 7 p.m. on Wednesday, Sept. 29, 2021

Poster Presentation Guidelines:

- Posters specifications will be based on the number of abstracts that will be presented and will be provided with acceptance notifications
- Posters can provide additional information to attendees either as a printed handout or by including a link or QR code on the poster
- The presenting author is responsible for printing, bringing and hanging up their poster
- SITC does not print or provide recommendations on where to print your poster or accompanying handouts
- Posters will be displayed on Wednesday, Sept. 29, 2021 from 6 – 7 p.m.
- Posters left in the room after the poster reception will be disposed of
- SITC does not provide special accommodations for disposing of or shipping posters after the workshop

Oral Abstract Presentations

Oral abstract presentations are selected by the Surfaceome Workshop Organizers. All abstracts chosen for oral abstract presentation will present during a specific Workshop session on either Wednesday, Sept. 29 Thursday, Sept. 30, 2021 at the Interrogating the Tumor-Specific Surfaceome for Immune Targeting 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 Surfaceome Workshop.

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



Prior to the Workshop, all session presenters will be contacted with the final session information so that they may communicate with the Surfaceome 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 Surfaceome 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. 9.
- 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.

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



Society for Immunotherapy of Cancer

Faculty Information

- Should faculty have any last minute changes to their presentation slides, all faculty are required to load final presentation slides at least 2 hours before the start of their presentation at the audio-visual (AV) table located in the room where their presentation will be given.
- 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 Surfaceome 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.

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



Policies

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

[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 Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop.

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



Frequently Asked Questions

Submitting an Abstract

When can I submit an abstract?

The abstract submission period is Apr. 21, 2021 through July 22, 2021 at 5 p.m. PDT.

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 be 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.

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



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 my abstract was selected?

Abstract submitters will be notified if their abstract was accepted for presentation on Mar. 24, 2020.

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 Surfaceome Workshop 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.

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



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 Surfaceome Workshop. 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 workshop.

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 Sept. 16, 2021

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 Sept. 16?

An audio-visual (AV) table will be available onsite during the Surfaceome Workshop for presenters to upload updated slides onsite. All faculty are required to load final presentation slides at least 2 hour before the start of their presentation (or the day before if possible). Please note, there may be a wait time for uploading your slides. Please plan accordingly. SITC will do everything possible to make wait times brief, but your patience with the process will be appreciated.

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



Will the slides be kept confidential?

Presentation slides may be made available to meeting attendees if permission to publish the slides is received from the presenter per the recording permission form.

Where will the posters be located?

The Poster Reception will be located in the Grand Room of the Hotel Republic San Diego.

When will my poster be displayed?

Posters will be displayed from 6 – 7 p.m. on Wednesday, Sept. 29, 2021 at of the Hilton San Diego Mission Valley Hotel.

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 Reception on Wednesday, Sept. 29, 2021 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 Surfaceome Workshop.

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. Upon receipt of your request SITC will make the change, if possible, and send a confirmation once the withdrawal or change has been completed.

Interrogating the Tumor-Specific Surfaceome for Immune Targeting Workshop

Sept. 29–30, 2021 • San Diego



How do I make a change to the abstract content?

Abstracts will be provided on the SITC website as enduring materials after the Workshop. If you would like to make a change to your abstract, please submit your request in writing to 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.