Abstract Reference Guide

For Regular, Young Investigator Award, Immune Engineering Abstracts & Late-Breaking Abstracts - Clinical Only (LBA)

39th Annual Meeting
& Pre-Conference Programs

Nov. 6-10, 2024 at the George R. Brown Convention Center in Houston, TX

Advance the science, discover breakthroughs and educate the world on cancer immunotherapy.
Table of Contents

Annual Meeting Overview ........................................................................................................... 1
Audience ........................................................................................................................................ 1
Reasons to Submit to the SITC Annual Meeting ................................................................. 1
SITC Annual Meeting by the Numbers .................................................................................... 1
Abstract Submission Information ............................................................................................ 3
Submitting an Abstract ............................................................................................................... 3
Abstract Submission Deadline ............................................................................................... 3
Abstract Types .......................................................................................................................... 3
Selection Criteria ....................................................................................................................... 4
Publications ............................................................................................................................... 4
Questions ..................................................................................................................................... 4
Important Abstract Dates .......................................................................................................... 5
Abstract Guidelines .................................................................................................................. 6
Submission Guidelines ............................................................................................................. 6
Abstract Management System Instructions ........................................................................... 11
Late-Breaking Abstract Information and Eligibility ............................................................... 15
Young Investigator Award Abstract Information and Eligibility .......................................... 15
Clinical Trials In Progress ......................................................................................................... 17
Abstract Categories and Subcategories .................................................................................. 19
Abstract Review and Selection ................................................................................................. 22
Abstract Presentation Information ............................................................................................ 24
Abstract Presentation Guidelines ............................................................................................. 24
Faculty Guidelines and Information .......................................................................................... 26
Abstract Policies ....................................................................................................................... 28
SITC Annual Meeting Overview

The Society for Immunotherapy of Cancer's (SITC) 39th Annual Meeting provides a multidisciplinary educational and interactive environment focused on improving outcomes for current and future patients with cancer by incorporating strategies based on basic and applied cancer immunotherapy. As the largest annual conference solely dedicated to cancer immunotherapy, submitting an abstract provides the opportunity to share the latest research with thousands of colleagues and leaders in the field.

SITC Annual Meeting Audience

The SITC Annual Meeting audience includes U.S. and international researchers, regulators and healthcare professionals involved in cancer research and clinical care. This includes, but is not limited to basic, translational and clinical researchers; postdoctoral fellows; oncologists; registered nurses; nurse practitioners; pharmacists; payers; and other allied health professionals.

Reasons to Submit Your Abstract to the SITC Annual Meeting

- Free submission for members and nonmembers.
- Young Investigator Awards are offered in conjunction with regular abstract submission for eligible individuals.
- All accepted abstracts will be published as a supplement in the Journal for ImmunoTherapy of Cancer (JITC), the society’s global, open access, peer-reviewed journal.
- Oral presentation opportunities are available on topics spanning the entire field.
- The opportunity to present and discuss your research with luminaries in the immunotherapy field.

SITC Annual Meeting by the Numbers

![Annual Meeting & Pre-Conference Programs Total Registration 2017-2023](chart_image)
Abstract Submission Information

Submitting an Abstract

To submit a regular, Young Investigator Award, Immune Engineering, or late-breaking abstract, please click on the corresponding link, below. Submit an Immune Engineering Abstract through the Regular Abstract Submission link or the Young Investigator Award Submission link for individuals eligible for a young investigator award.

- Regular Abstract and Young Investigator Award Submission Site
- Late-Breaking Abstract Submission Site (Opens July 15)

New for SITC 2024 – Call for Immune Engineering Abstracts:
This year the Pre-Conference Program, Immune Engineering Workshop, on Thursday, Nov. 7, from 9 a.m.–5 p.m., will offer additional opportunities for poster and oral presentations. Abstracts that focus on immune engineering and related topics will be eligible for this opportunity. Abstract submitters will be able to select if they would like their abstract considered for the Immune Engineering Workshop within the Regular and YIA Submission Portal. Immune Engineering Abstracts are not eligible to be submitted during the LBA submission period.

Abstract Submission Deadlines

**April 24, 2024 – June 27, 2024, 5 p.m. PDT**: Submission period for regular abstracts, Young Investigator Award, and Immune Engineering abstracts.

**July 15, 2024 – Sept. 12, 2024 at 5 p.m. PDT**: Submission period for late-breaking abstracts.

Abstract Types

The following types of abstracts will be accepted for submission to the SITC Annual Meeting (Immune Engineering Abstracts are submitted through the Regular or YIA Abstract submission link, and are eligible for presentation in both the Annual Meeting and Immune Engineering Workshop.):

**Regular Abstract**
Submit your latest research in the cancer immunotherapy field to the 39th Annual Meeting to be considered as an oral abstract presentation, rapid oral abstract presentation and/or poster abstract presentation.

**Late-Breaking Abstract**
Late-breaking abstract (LBA) submission is solely for abstracts with late-breaking data from interventional clinical trials in humans and not for abstracts submitted “late”. The late-breaking abstract deadline is not intended to be an extension of the general submission deadline. LBAs highlight novel and practice-changing in-human clinical studies and only apply to data that would have not otherwise have been presented as an abstract at the 39th Annual Meeting.

Authors of LBAs do not need to submit an application or a place-holder abstract. LBAs should be submitted during the LBA submission period, from **July 15 – September 12 at 5:00 p.m. PDT**.
If a Late-breaking Abstract is not accepted, it will not be published or presented at the meeting. There is no longer an option for it to be considered as a Regular/YIA Abstract.

For more information about the criteria and eligibility for late-breaking abstracts, please see page 15.

**Young Investigator Award Abstract**

Regular abstracts with primary and presenting authors that are students, postdoctoral research fellows, clinical fellows, or junior faculty with three or fewer years on staff and are current SITC members may be eligible to receive a Young Investigator Award. Young Investigator Award abstracts require a letter of recommendation as well as additional information regarding the percentage of contribution by the primary and presenting author.

An invitation will be sent to those selected for the Presidential Travel Award to give an oral abstract presentation during the Presidential Session from 1:25–2:50 p.m. on Saturday, Nov. 9, 2024.

For more information about the Young Investigator Award abstracts as well as the criteria and eligibility, please see page 16.

**Immune Engineering Abstract**

This year the Pre-Conference Program, Immune Engineering Workshop, on Thursday, Nov. 7, from 9 a.m.–5 p.m., will offer additional opportunities for poster and oral presentations. Abstracts that focus on immune engineering and related topics will be eligible for this opportunity. Abstract submitters will be able to select if they would like their abstract considered for the Immune Engineering Workshop within the Regular and YIA Submission Portal.

Immune Engineering Abstracts are eligible for presentation in both the Annual Meeting and the Immune Engineering Workshop.

Submit an Immune Engineering Abstract through the Regular Abstract Submission link or the Young Investigator Award Submission link for individuals eligible for a young investigator award. Please note, Immune Engineering abstracts are not eligible to be submitted during the LBA submission period.

**Selection Criteria**

Abstract reviewers consider a number of variables in rating the abstracts for selection for awards and 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

For more information about the review and selection process for abstracts, please see page 22.

Publications

Accepted regular, Young Investigator Award, and late-breaking abstracts will be published in the *Journal for ImmunoTherapy of Cancer (JITC)* as a supplement. Full abstracts will also be available on the Annual Meeting website and app. For publication dates, please see the SITC Embargo & Release Information Policy on page 28.

In addition to publishing the abstracts, all abstract submitters are also encouraged to submit a manuscript to *JITC* for consideration for article publication. For more information about submitting a manuscript to *JITC*, please visit [JITC.biomedcentral.com](http://JITC.biomedcentral.com).

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 [http://www.sitcancer.org/2024](http://www.sitcancer.org/2024). For any other questions regarding abstract submission, please contact education@sitcancer.org or +1 414 271 2456.
## Important Abstract Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 24, 2024</td>
<td>Regular, Young Investigator Award, and Immune Engineering abstracts submission site opens</td>
</tr>
<tr>
<td>June 27, 2024</td>
<td>Regular, Young Investigator Award, and Immune Engineering abstracts submission sites close at 5 p.m. PDT</td>
</tr>
<tr>
<td>July 15, 2024</td>
<td>Late-Breaking abstract submission site opens</td>
</tr>
<tr>
<td>Sept. 12, 2024</td>
<td>Late-breaking abstract submission site closes at 5 p.m. PDT</td>
</tr>
<tr>
<td>Aug 2, 2024</td>
<td>Regular, Young Investigator Award, and Immune Engineering abstract notifications sent</td>
</tr>
</tbody>
</table>
| Aug. 9, 2024       | Regular, Young Investigator Award, and Immune Engineering abstract presentation acceptance confirmations due  
                       Deadline for regular, Young Investigator Award, and Immune Engineering abstract withdraws and changes  |
| Sept. 25, 2024     | Late-breaking abstract notifications sent                                          |
| Sept. 30, 2024     | Late-breaking abstract presentation acceptance confirmations due  
                       Late-breaking abstract withdraws and changes due                                 |
| Oct. 4, 2024       | Regular, Young Investigator Award, and Immune Engineering abstract title and author information released at 9 a.m. EDT |
| Oct. 30, 2024      | Late-breaking abstract title and author information released at 9 a.m. EDT         |
| Nov. 5, 2024       | Regular, Young Investigator Award, Immune Engineering abstracts, and late-breaking abstracts preprint versions of supplement published in the *Journal for ImmunoTherapy of Cancer (JITC)*  
                       **Embargo lifted and full regular, Young Investigator Award, Immune Engineering, and late-breaking abstracts made public at 9 a.m. EDT** |
| Nov. 6-10, 2024    | 39th Annual Meeting & Pre-Conference Programs                                     |
| Feb., 2025         | Regular, Young Investigator Award, Immune Engineering, and late-breaking abstract final supplement published in *JITC* |

*A Conflict of Interest Disclosure form for the presenting author of the abstract must be submitted by the applicable submission deadline. Please see page 15 for more information about the COI for presenting authors.*
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 Annual Meeting. Selecting “Oral or Poster” will allow you to be considered for oral presentation within the Annual Meeting and/or poster presentation.

Clinical Trial Question

Abstract submitters must answer whether the abstract being submitted is based on a clinical trial and will be presenting clinical data. If the abstract being submitted is a clinical trial abstract, please mark whether it is an in progress or a completed clinical trial. For more information about what is considered a clinical trial in progress, see page 17. If the abstract will incorporate basic or pre-clinical research, please mark that it is not a clinical trial abstract. Please note, the response to this question will determine which abstract categories you see.

To assist with SITC’s commitment to improve diversity and inclusion in clinical trials, clinical trial abstract submitters will be asked to complete the Inclusion Enrollment Report data table, which follows the NIH data template. This data will not be shared with abstract reviewers and will not be included in the publication of accepted abstracts. The data will only be accessible to SITC staff and will only be reported in aggregate. Presenters for abstracts that are accepted for a poster or oral presentation are encouraged to include this data in the presentation if applicable. Thank you for helping SITC monitor the landscape of diversity in clinical trial enrollment.
Immune Engineering Abstract Question

This year the Pre-Conference Program, Immune Engineering Workshop, on Thursday, Nov. 7, from 9 a.m.–5 p.m., will offer additional opportunities for poster and oral presentations. Abstracts that focus on engineering and related topics are eligible for this opportunity. Abstract submitters who are submitting an immune engineering abstract or an abstract on a related topic should select if they would like their abstract considered for presentation in the Annual Meeting, Immune Engineering Workshop, or both.

Abstract Category

All abstract submitters will be asked to indicate the primary category and subcategory with which the abstract most closely aligns. This primary selection will aid the abstract reviewers in placing the abstract into the most appropriate session, if accepted for oral presentation. Accepted abstracts are also listed according to the primary category and subcategory selected within the SITC 2024 website, mobile app, the JITC supplement and the poster hall.

Should the submitter believe more than one category is applicable, they can select a secondary category and subcategory. The secondary category and subcategory will only be used to aid the abstract reviewers in placing the abstract into the most appropriate session, if accepted for oral presentation. The secondary category and subcategory WILL NOT be used for the abstract listing in publications or placement in the Poster Hall.

For more information about the abstract categories and subcategories, please see page 18.

Keywords

All abstract submitters will be asked to indicate keywords for their abstract. Keywords are included in the SITC 2024 website and mobile app to assist attendees in searching for abstracts. Up to 10 keywords can be selected. The following is the list of keywords:

- Adoptive immunotherapy
- Angiogenesis
- Antibody
- Antigen presenting cells
- Autoimmunity
- B cell
- Bioinformatics
- Biomarkers
- Bispecifics
- CAR T cells
- Carcinogenesis
- Checkpoint blockade
- Chemokine
- Chemotherapy
- Clinical study
- Clinical trial
- Coinhibition
- Costimulation
- COVID and Immunotherapy
- Cytokine
- Immune tolerance
- Immune toxicity
- Inflammation
- Leukemia/lymphoma
- Monocyte/macrophage
- Myeloid cells
- MDSC
- Metabolism
- Microbiome
- Neoantigens
- NK/NKT cell
- Pediatric tumors
- Post-translational modifications
- Proteomics
- Radiotherapy
- Regulatory T cell (Treg cell)
- RNA
- Stem cell/cancer-initiating cell
- Solid tumors
- Surfaceome
• **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 all publications including online and the JITC supplement 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:

  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 presenting author will need to complete a Conflicts of Interest Disclosure Form. Once the abstract is submitted, the presenting author will be sent an email confirmation to complete the form.

• 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 39th Annual Meeting 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.
  - Verify the abstract has not been published prior to the SITC 39th Annual Meeting, or if previously published, contains significant new data.
  - Agree that the full regular and late-breaking abstract content submitted to the SITC 39th Annual Meeting will be embargoed until 9 a.m. EDT on Nov. 5, 2024.
  - Agree to release of the regular and late-breaking abstract titles and authors prior to the SITC Abstract Embargo & Release date and time of 9 a.m. EDT on Nov 5, 2024. Regular abstract titles and authors will be released on Oct. 4, 2024, and late-breaking abstract titles and authors will be released on Oct. 30, 2024.
  - Agree to follow all guidelines and policies set forth by SITC.
  - Agree that, if accepted, the presenting author or a co-author noted will present the abstract at the 39th Annual Meeting. For more information, please see page 24.

**Tables, Figures and Images**

• Tables, figures and images must have a title and should be numbered (ie: Table 1, Figure 1, or Image 1). Titles must be added before the image is uploaded.
When uploading an image please enter the Title first and then browse to the image that will be uploaded. Click the save button to finalize upload.

Once the image is uploaded, the caption box will become available.

If you would like to include a caption, it should be entered in the caption field. Figure captions should not be included in the uploaded file. Captions are optional.

- 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. Any tables, figures and/or images are not included in the abstract word count.
- 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.

Additional Fields
Late-Breaking Abstracts – Clinical Only: Late-Breaking Abstracts – Clinical Only (LBA) submission is solely for abstracts with late-breaking data from interventional clinical trials in humans and not for abstracts submitted “late”. LBAs will need to include the following information in their abstract:
- Closure date of the study
- Primary clinical endpoint for analysis
- Type of analysis
- Provide an explanation why the abstract should be considered for late-breaking submission.

Additional information about Late-Breaking Abstracts can be found on page 15.

Young Investigator Award (YIA) Abstracts: Presenting authors that qualify for a Young Investigator Award and indicate they would like their abstract to be considered for a Young Investigator Award will need to include the following information in their application:
- Upload a letter of recommendation from a supervisor (.doc, .docx, .pdf).
- Confirm if they are a SITC member.
- Confirm if they are a student, postdoctoral research fellow, clinical fellow, or junior faculty with three or fewer years on staff, and if so which they are.
- Indicate the percentage of contribution by the primary and presenting author in regards to conception and design, collection and assembly, data analysis and interpretation and abstract writing.

Additional Young Investigator Award information can be found on page 16.
Editing Abstracts

Before Abstract Submissions Close

Regular, Young Investigator Award, and Immune Engineering Abstracts
Before June 27 at 5 p.m. PDT, edits to an abstract can be made in the Abstract Management System.

Late-Breaking Abstracts
Before Sept. 12 at 5 p.m. PDT, edits to an abstract can be made in the Abstract Management System.

Withdrawal and Change Deadlines and Guidelines

Regular, Young Investigator Award, and Immune Engineering Abstracts
The deadline for Regular, Young Investigator Award, and Immune Engineering abstract withdrawal or to request changes, including presenter changes, is Aug. 9, 2024.

Late-Breaking Abstracts
The deadline for Late-Breaking abstract withdrawal or to request changes, including presenter changes, is Sept. 30, 2024.

These deadlines are set in place because the abstract information is pulled for publication immediately following these dates and cannot be edited after that. If you would like to withdraw or make a change to your abstract after the submission deadline and before the applicable date above, you must submit your request in writing to education@sitcancer.org. Upon receipt of your request we will make the change, if possible, and send a confirmation once the withdrawal or change has been completed.

Edits requested after the Withdrawal and Change Deadlines will be evaluated based on the criteria below:

Typos
- If the typo relates to the data, impacts the scientific meaning, or has implications to patient care then SITC will make the update
- If the typo is a result of an error on Conference Exchange or SITC staff, SITC will make the update
- If the typo is in an author name, SITC will make the update
- If the typo does not fall into one of the categories above SITC will not make the edit

Author List
- Changes requested to be approved on a case-by-case basis. Changes would require, at minimum, first author (primary) and last author (corresponding author) and submitting author written approval.

Abstract Management System Instructions

To submit a Regular, Young Investigator Award, Immune Engineering, or Late-Breaking abstract, please click on the corresponding link, below:
• Regular Abstract and Young Investigator Award Submission Site (Open Apr. 24 – June 27)
  (Submit an Immune Engineering Abstract through the Regular Abstract Submission link or the
  Young Investigator Award Submission link for individuals eligible for a young investigator
  award.)
• Late-Breaking Abstract Submission Site (Open July 15 – Sept. 12)

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 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 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 field 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.
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 education@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.

**Late-Breaking Abstract – Clinical Only Information and Eligibility**

Late-breaking Abstract – Clinical Only (LBA) submission is solely for abstracts with late-breaking data from interventional clinical trials in humans and not for abstracts submitted “late.” The LBA deadline is not intended to be an extension of the general submission deadline. LBAs highlight novel and practice-changing in-human clinical studies and only apply to data that would have not otherwise have been presented as an abstract at the 39th Annual Meeting.

Authors of LBAs do not need to submit an application or a place-holder abstract. LBAs should be submitted during the LBA submission period, from **July 15 – September 12 at 5:00 p.m. PDT**.

If a Late-breaking Abstract is not accepted, it will not be published or presented at the meeting. There is no longer an option for it to be considered as a Regular/YIA Abstract.

**New in 2024:**

**Clinical Abstracts:** LBAs must address interventional clinical trials in humans. LBAs addressing basic science or translational data with no in-human studies will **not** be accepted. LBAs may contain data from preclinical studies, but they must also include clinical data from in-human trials. Authors will need to justify why the abstract is considered late-breaking. Clinical trial LBAs should be submitted during the LBA submission period, from **July 15 – September 12 at 5:00 p.m. PDT**.

**Basic or Translational Abstracts:** Because LBAs will be limited to clinical studies, authors submitting an abstract of a basic science or translational study must submit their abstract by the Regular/YIA Abstract deadline of **June 27 at 5:00 p.m. PDT**. If some results from the study are not available before the abstract submission deadline, authors are encouraged to submit an abstract by the deadline and include the new data in their abstract presentation.

Examples of acceptable LBAs include the following (in each case, results were not available or significant by the regular abstract submission deadline):

- Results of a practice-changing prospective Phase III clinical trial
- Phase II study showing anti-tumor activity in a novel context
- An early in-human clinical trial with novel proof-of-principle data
LBAs are considered for a limited allocation of oral and poster presentation slots on either Friday, November 8 or Saturday, November 9.

The data in the abstract must not be published prior to SITC 2024. For more information, please see the Abstract Embargo & Release Information Policy on page 28.

**Young Investigator Award Information and Eligibility**

In 2024, SITC will offer 39 Young Investigator Awards, all recognizing excellence in novel research and providing young investigators with experience necessary for successful careers. Five Young Investigator 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.

**Abstract Travel Awards**

Thirty-five Abstract Travel Awards will be presented by SITC to young investigators who submit an abstract to the society’s 39th Annual Meeting. Abstracts will be judged by a committee of SITC leadership and the Annual Meeting Organizers. Those selected have the opportunity to present a poster of their abstract at the 39th Annual Meeting and are eligible for an oral presentation during the Annual Meeting. Award recipients will also receive:

- Up to $750 in travel reimbursement (applied to SITC 2024)
- SITC Abstract Travel Award certificate and poster ribbon

**Presidential Travel Awards**

Four abstracts submitted in any category and authored by young investigators will be selected for an oral abstract presentation during the Presidential Session of SITC’s 39th Annual Meeting. Presenting authors not selected for the SITC Presidential Award will receive a SITC Presidential Travel Award in recognition of their achievement. Recipients will also receive:

- Up to $750 in travel reimbursement (applied to SITC 2024)
- One-year complimentary SITC membership
- Presidential Travel Award certificate and poster ribbon

Authors selected for a Presidential Travel Award will present during the Presidential Session on Nov. 9, 2024, from 1:25–2:50 p.m. (session time subject to change). Each presentation will be 10 minutes in length, followed by four to five minutes of questions and answers. Oral presenters must be capable and comfortable presenting the abstract to a large audience and answering audience questions.

**Presidential Award**

Established in 1991, the SITC Presidential Award serves as recognition to the young investigator deemed to have the most outstanding oral abstract presentation at the SITC Annual Meeting. The recipient of the Presidential Award will receive:

- $1,000 honorarium
- Up to $1,000 in travel reimbursement (applied to SITC 2024)
- One-year complimentary SITC membership
- A commemorative Presidential Award plaque and a poster ribbon noting them as the Presidential Award Winner.
The Presidential Award Winner will be determined following the Presidential Session on Nov. 9, 2024, at the 39th Annual Meeting. Individuals who have previously won the SITC Presidential Award are ineligible for the same award.

Young Investigator Award Eligibility Criteria
To qualify for SITC Abstract Travel and Presidential Travel Awards, the abstract author must:

- Be a current SITC member
- Be categorized as a student, postdoctoral research fellow, clinical fellow or junior faculty (instructor/assistant professor) with three or fewer years on staff (total from all institutions; inclusive of experience in all fields)
- Serve as both the primary author and presenting author on the abstract
- Meet the June 27, 2024 deadline for abstract submission and indicate that they wish to be considered for an award
- Include a letter of recommendation from a lab supervisor stating their categorization
- Outline their contribution level to the four areas listed below. A greater level of participation will be judged more favorably and will be used as one of the criteria for judging award recipients.

Categories include:
- Conception and design
- Collection and assembly of data
- Data analysis and interpretation
- Abstract writing

For more information about the review and selection process, please see page 21.

Clinical Trials In Progress and Clinical Trial Complete

Overview & Criteria
SITC understands the crucial need for collaboration and discussion surrounding clinical trials in progress. This abstract submission category aims to allow for open dialogue surrounding such trials and hopes to foster a unique environment in which to discuss the research that is being done.

All phases of clinical research may be considered for inclusion in the Clinical Trials in Progress abstract submission.

Although there are no absolute criteria for abstracts submitted under this category, we provide the following general guidelines for your consideration as you prepare your abstract submission for this category. All abstracts submitted under this category, as for all abstracts in any category, are subject to peer review and possible rejection from being included as an oral and/or poster presentation in the 39th Annual Meeting.

Submission Guidelines
- Background
  - Scientific background/rationale for the trial should be included
  - Preclinical and/or earlier-phase clinical data that has already been publicly presented or published may be included with references
  - Abstracts should be writtendesigned with respect to the correlates and hypothesis being tested in the clinical trial
- Methods
  - Clinical trial registry number (required, if appropriate)
- Trial design and statistical methods (include)
- Treatment or intervention planned (include)
- Major eligibility criteria, highlighting unusual aspects (include)
- **It is not a requirement that the trial be recruiting (current status of “Open but Not Yet Recruiting” is acceptable)**

**NOT acceptable in a Clinical Trials in Progress abstract:**
- Completed trials (these should be submitted in other categories)
- Brand or proprietary drug names

**Inclusion Enrollment Report Data Table**

To assist with SITC’s commitment to improve diversity and inclusion in clinical trials, clinical trial abstract submitters will be asked to complete the Inclusion Enrollment Report data table, which follows the NIH data template. This data will not be shared with abstract reviewers and will not be included in the publication of accepted abstracts. The data will only be accessible to SITC staff and will only be reported in aggregate. Presenters for abstracts that are accepted for a poster or oral presentation are encouraged to include this data in the presentation if applicable. Thank you for helping SITC monitor the landscape of diversity in clinical trial enrollment.

**Abstract Categories and Subcategories**

**Primary Category and Subcategory**

All abstract submitters will be asked to indicate the primary category and subcategory with which the abstract most closely aligns. This primary selection will aid the abstract reviewers in placing the abstract into the most appropriate session, if accepted for oral presentation. Accepted abstracts are also listed according to the primary category and subcategory selected within the JITC supplement and the Poster Hall.

**Secondary Categories and Subcategory**

Should the submitter believe more than one category is applicable, they can select a secondary category and subcategory. The secondary category and subcategory will only be used to aid the abstract reviewers in placing the abstract into the most appropriate session, if accepted for oral presentation. The secondary category and subcategory WILL NOT be used for the abstract listing in publications or placement in the Poster Hall.

**Clinical Trial Question**

Before seeing the abstract categories in the abstract submission form, you will be asked if the abstract is a clinical trial or not. For more information about the clinical trial question, please see page 17.
Abstract Categories and Subcategories

For Clinical Trials In Progress abstracts, please indicate the phase by checking either Phase I, Phase II or Phase III.

1) Clinical Trials In Progress
   a. Skin Cancers
   b. Lung Cancers
   c. Genitourinary Cancers
   d. Breast Cancers
   e. Gynecologic Cancers
   f. Hematologic Malignancies
   g. Brain and CNS Cancers
   h. Head and Neck Cancers
   i. Gastrointestinal/GEJ/Colorectal Cancers
   j. Hepatocellular Cancers
   k. Multi-Cancer
   l. Biomarker-Defined Cancers
   m. Other

2) Completed Clinical Trials
   a. Skin Cancers
   b. Lung Cancers
   c. Genitourinary Cancers
   d. Breast Cancers
   e. Gynecologic Cancers
   f. Hematologic Malignancies
   g. Brain and CNS Cancers
   h. Head and Neck Cancers
   i. Gastrointestinal/GEJ/Colorectal Cancers
   j. Hepatocellular Cancers
   k. Multi-Cancer
   l. Biomarker-Defined Cancers
   m. Other
3) Biomarkers, Immune Monitoring and Novel Technologies
   a. Imaging
   b. Next-Generation Sequencing
   c. Neoantigen Identification and Characterization
   d. Animal Models
   e. Circulating DNA and Other Blood-Based Soluble Markers
   f. Gene Editing
   g. Bioengineering
   h. Other

4) Cellular Therapies
   a. Chimeric Antigen Receptors
   b. Non-CAR Adoptive Cell Therapies
   c. Other Cellular Therapies
   d. Response/Resistance Mechanisms
   e. Combinations
   f. Toxicity
   g. TILs
   h. Other

5) Checkpoint Blockade Therapy
   a. Response/Resistance Mechanisms
   b. Autoimmunity/Toxicity
   c. Innate Immune Checkpoints
   d. Combination Treatments (Other Immunotherapies)
   e. Combination Treatments (Chemotherapy, Radiotherapy, Targeted Therapy)
   f. Other

6) Combination Immunotherapies
   a. Immunotherapy/Immunotherapy
   b. Immunotherapy/Chemotherapy
   c. Immunotherapy/Radiotherapy
   d. Immunotherapy/Targeted Therapy
   e. Immunotherapy/Surgery
   f. Immunotherapy/Other
   g. Response/Resistance Mechanisms
   h. Toxicity
   i. Other

7) Data Sharing, Handling and Access
   a. New Data Sharing Initiatives
   b. Data Analysis Platforms
   c. Tumor Sample Libraries
   d. Genetic Data Libraries
   e. Combined Tumor Sample/Genetic Data Libraries
   f. Other

8) Education and Treatment Management
   a. Post-Immunotherapy Treatment Strategies
   b. Patient Experience and Education
   c. Clinician Education
   d. Best Practices for Cancer Immunotherapy Treatment
   e. Case Studies
   f. Other

9) Immune Cell Types and Biology
   a. Cellular Metabolism
   b. Innate Immunity
   c. Adaptive Immunity
   d. Antitumor Immunity
   e. Immunogenomics
   f. Epigenetic Regulation
   g. Immunotherapeutic Response/Resistance Mechanisms
   h. Immune Effects of Non-Immunotherapeutic Treatments
   i. Toxicity
   j. B cells
   k. T cells
   l. NK cells
   m. Dendritic cells
   n. Non-Conventional cells
   o. Macrophages
   p. Other
10) Immune-Stimulants and Immune Modulators
   a. Vaccines
   b. Cytokines
   c. Oncolytic Viruses
   d. TLR Agonists
   e. STING Agonists
   f. Intra-Tumoral Agents
   g. Immune Effects of Non-Immunotherapeutic Treatments
   h. Responses/Resistance Mechanisms
   i. Toxicity
   j. Other

11) Immuno-Conjugates and Chimeric Molecules
   a. Antibody-Drug Conjugates
   b. Antibody-Radionuclide Conjugates
   c. Bispecific Molecules
   d. Response/Resistance Mechanisms
   e. Combination Treatments
   f. Toxicity
   g. Other

12) Immuno-Engineering

13) Immunotherapy Toxicities
   a. Toxicity Management: Clinical Care and Best Practices
   b. Mechanisms of Toxicities
   c. Long-Term Immunotherapy Toxicities
   d. Other

14) Machine Learning, Artificial Intelligence and Computational Modeling

15) Microbiome and Other Environmental Factors
   a. Immunotherapeutic Response/Resistance Mechanisms
   b. Diet, Exercise and Metabolism
   c. Gut Microbiome
   d. Tumor Microbiome
   e. Other

16) Novel Single-Agent Immunotherapies

17) Premalignancy

18) Regulatory, Financial and Access Considerations
   a. Immunotherapy Cost and Value Analyses
   b. Patient Access Initiatives
   c. Regulatory Considerations
   d. Reimbursement Initiatives
   e. Immunotherapy Clinical Trial Design
   f. Patient Exclusion/Inclusion Criteria
   g. Other

19) Tumor and Stromal Cell Biology
   a. Cellular Metabolism
   b. Oncogenetics
   c. Epigenetic Regulation
   d. Tumor Antigens and Others
   e. Virus-Driven Cancers
   f. Cancer-Associated Fibroblasts
   g. Endothelial Cells
   h. Tumor Microenvironment
   i. Mouse Models
   j. Toxicity
   k. Other

20) Other
Abstract Review and Selection

Review

Abstracts are reviewed by Annual Meeting organizers, Annual Meeting session co-chairs and volunteer reviewers who are SITC members. At least five people are assigned to review, score and provide comments about each abstract. Abstract reviewers consider a number of variables in rating the abstracts for selection for awards and 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
- New biomarkers or combinations

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?

Reviewers are also asked if there is a specific session they recommend the presentation be presented in and if the abstract should be accepted as a poster presentation.

Selection

Immune Engineering Abstract Presentations

Immune Engineering Abstracts are selected by the Immune Engineering Workshop Organizers. The organizers take into consideration the review scores and feedback of all reviewers, and if the abstract serves the needs and interest of the SITC audience before selecting abstracts for oral and poster presentation.

Young Investigator Abstract Awards

Young Investigator Abstract Awards are reviewed and selected by the Presidential Award Review Committee, which is comprised of the SITC Executive Committee and nominated at-large directors. The
Presidential Award Review Committee selects the four Presidential Travel Awards, who present during the Presidential Session, and the 35 Travel Award recipients. In addition to the abstract information and requirements for Young Investigator Awards (see page 16), the Presidential Award Review Committee takes into consideration the review scores and feedback of all reviewers as well as the contribution, institution, and background of the presenting author. The 35 Travel Award recipients and any other abstracts not selected for an award are still considered for oral presentation per below as well as poster presentation.

In 2024, SITC will offer 39 Young Investigator Awards, all recognizing excellence in novel research and providing young investigators with experience necessary for successful careers. Five Young Investigator 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.

Regular Oral Abstract Presentations
Regular abstracts are selected for presentation during plenary or concurrent sessions by the session co-chairs and Annual Meeting organizers. In addition to the abstract information, the session co-chairs and Annual Meeting organizers take into consideration the review scores and feedback of all reviewers, 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.

Late-Breaking Abstract – Clinical Only (LBA) Oral Presentations
Late-Breaking Abstracts – Clinical Only are selected for presentation during the LBA sessions by the Annual Meeting organizers. If recommended by the Annual Meeting organizers, they may also be considered for presentation in a regular plenary or concurrent session. In addition to the abstract information, the Annual Meeting organizers take into consideration the review scores and feedback of all reviewers, whether the abstract is truly late-breaking, and if the abstract serves the needs and interest of the SITC audience.

Rapid Oral Abstract Presentations
Rapid oral abstract presentations are selected for presentation during the rapid oral abstract presentation sessions by the Annual Meeting organizers. Presentations in the rapid oral abstract sessions are typically 5-8 minutes in length. In addition to the abstract information, the Annual Meeting organizers take into consideration the review scores and feedback of all reviewers as well as the focus of the session (clinical or basic science). The Annual Meeting organizers also take into consideration if the presenter is a young investigator and if the presenter’s professional role selected on their registration form is underrepresented throughout the 39th Annual Meeting program.

Additional Oral Abstract Session Presentations
The Annual Meeting includes several dedicated oral abstract sessions that feature only oral abstract presentations. Presentations in these oral abstract sessions are approximately 10-15 minutes in length. Presentations for these sessions are selected by the Annual Meeting organizers. In addition to the abstract information, the Annual Meeting organizers take into consideration the review scores and feedback of all reviewers. The Annual Meeting organizers also take into consideration the abstracts’ categories, subcategories and keywords, specifically if there are any that are underrepresented throughout the 39th Annual Meeting program.
Abstract Presentation Information

After regular, Young Investigator Award, Immune Engineering, and Late-Breaking Abstracts – Clinical Only (LBAs) are reviewed and selected, abstract presenting authors and 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 presenting author will also be asked to accept or decline participation in the 39th Annual Meeting. If we do not receive a response by the stated deadline, we will assume you accept and include the abstract in all publications. Notifications will go out Friday, August 2, 2024 for regular, Young Investigator Award, and Immune Engineering abstracts and on Wednesday, September 25, 2024 for LBAs.

Abstract Presentation Guidelines

Registration
The presenting author must register for the Annual Meeting to present an abstract. Submitting an abstract does not register you for the meeting. Abstract presenters do not receive complimentary registration.

Abstract Numbering
All accepted abstracts will receive an abstract poster number. Numbers are determined by:

- Abstracts are ordered by the primary abstract category (alphabetized), then primary subcategory (alphabetized) and then by the last name of the primary author (alphabetized).
- Once assigned, abstract poster numbers cannot be changed.

Types of Abstract Presentations

Regular, Young Investigator Award and Late-Breaking Abstract Poster Presentations

Poster Hall Hours: Nov. 8 from 9 a.m.–7 p.m. and Nov. 9 from 9 a.m.–8:30 p.m. (poster hall hours are subject to change).

Each Regular, Young Investigator Award and late-breaking abstract presenting author will be assigned to present their poster in the Poster Hall (Exhibit Halls AB) either Nov. 8, 2024, or Nov. 9, 2024, with odd numbered posters being assigned to Nov. 8, 2024 and even numbered posters being assigned to Nov. 9, 2024.

Author presence is required during the lunch and evening reception times on the day they’re assigned to present. In addition to the required hours, all presenting authors are also strongly encouraged to stand by their poster as much as possible during their assigned presentation day, especially during the session breaks.

If your abstract is accepted for a poster presentation during the Immune Engineering Workshop, you will present on Thursday, Nov. 7, 2024 during the Pre-Conference Program in addition to your assigned day at the Annual Meeting, either Nov. 8, 2024 or Nov. 9, 2024.

Friday, Nov. 8, 2024 (Poster Hall Hours: 9 a.m.–7 p.m.)

- **Odd Numbered Posters**
  - Set up time: 7–9 a.m.
  - The poster and exhibit hall is officially closed at 7-9 a.m., so poster presenters are asked to depart from the hall after hanging their poster.
o **Required Hours**: Lunch (12:15–1:45 p.m.) and Poster Reception (5:30–7 p.m.)

o Additional Hours Encouraged: Morning break (9:10–9:40 a.m.); Afternoon break (3:20–3:50 p.m.)

o Times are subject to change.

**Saturday, Nov. 9, 2024 (Poster Hall Hours: 9 a.m.–8:30 p.m.)**

- **Even Numbered Posters**
  o Set up time: 7–9 a.m.
    o The poster and exhibit hall is officially closed at 7-9 a.m., so poster presenters are asked to depart from the hall after hanging their poster.
  
  o **Required Hours**: Lunch (12–1:30 p.m.) and Poster Reception (7–8:30 p.m.)

  o Additional Hours Encouraged: Morning break (11:00–11:30 a.m.); Afternoon breaks (2:55–3:25 p.m. and 4:45–5:15 p.m.)

  o Times are subject to change.

Poster Specifications: Regular, Young Investigator Award, Immune Engineering, and LBA maximum poster dimensions are 8' x 4' **landscape (horizontal) orientation**. Any dimensions that do not exceed 8' x 4' landscape orientation will be acceptable for Regular, Young Investigator Award, Immune Engineering, and LBA poster presentations.

---

**ePosters**

Providing your poster as an ePoster is required. Abstract ePosters will be available during the 39th Annual Meeting on the virtual platform beginning Friday, Nov. 8, 2024. Abstract ePosters will be available on the SITC virtual meeting platform for the duration the platform is available, which will be for eight weeks following the meeting. **Please note, everyone with an accepted abstract is required to submit an ePoster.** Those who attend SITC 2024 in-person are asked to bring their physical poster to be put up in the in-person Poster Hall. SITC will not print posters for authors.

Presenting authors can submit their ePoster in their speaker center. The ePoster submission deadline is October 25, 2024. Additional submission requirements are provided in the presenting author’s Speaker Center.
Oral Abstract Presentations

Oral abstract presentations are selected for each session by the session co-chairs and Annual Meeting organizers. All regular abstracts chosen for oral abstract presentation will present during the 39th Annual Meeting, Nov. 8–10, 2024. Oral abstract presentations will vary in length depending on the session they are presenting in. Some may also include time for a brief question and answer session after the presentation. Exact presentation lengths, dates and times will be provided in the abstract notifications.

The designated presenting author of all oral abstract presentations will be added to the SITC Speaker Center upon confirming participation in the program to collect all required information. Oral abstract presenters will be required to submit a conflict-of-interest disclosure form, a recording permission form, a headshot and a biography as well as submit presentation slides prior to the Annual Meeting.

Prior to the annual meeting, all session presenters will be contacted with the final session information so they may communicate with the session 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 session co-chairs and SITC staff.

Additional Oral Abstract Presentations

Select abstracts will also have the opportunity to give short oral presentations in one of the following session types:

- **Rapid Oral Abstract Presentations**: Nov. 8, 2024 from 12:30–1:30 p.m. and Nov. 9, 2024 from 12:15–1:15 p.m. Each day there will be two concurrent sessions, one for basic science and one for clinical abstracts (session times are subject to change).
- **Oral Abstract Presentations**: Nov. 8, 2024 from 3:50–5:25 p.m., Nov. 9, 2024 from 3:25–4:45 p.m., and Nov. 9, 2024 from 5:15–6:35 p.m. (session times are subject to change).

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 recording permission form, a photo, biography, conflicts of interest disclosure form as well as submit presentation slides prior to the Annual Meeting.

Exact presentation dates and times will be provided in the acceptance notifications.

Prior to the Annual Meeting, all oral presentations will be contacted with the final session information so they can communicate with the session moderators. All presenters are required to be responsive to the requests of the session moderators 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.
- If you do not want a picture, audio recording and/or video of a slide or poster, please indicate by adding the words “DO NOT POST” or add a camera icon with a black circle and slash. If you do not want it posted to social media, use a “no social media icon” in your materials.
• 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
• 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 39th Annual Meeting slide template for creating your PowerPoint presentation, this will be available in your speaker center.
• All faculty are required to submit their presentation slides by the due date that will be provided.
• 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.

Abstract Embargo & Release Information Policy

Regular, Young Investigator Award, Immune Engineering, and Late-Breaking Abstract – Clinical Only (LBA) Titles

Titles and authors for regular, Young Investigator Award (YIA), and Immune Engineering abstracts will be available on Oct. 4, 2024 at 9 a.m. EDT, and titles and authors for late-breaking abstracts will be available on Oct. 30, 2024 at 9 a.m. EDT, on the SITC Annual Meeting website. Once abstract titles are listed on the website, press releases can be issued with the titles and logistical information.

Regular, Young Investigator Award, Immune Engineering, and Late-Breaking Abstract – Clinical Only (LBA) Content

Full regular, YIA, Immune Engineering, and LBA will be embargoed until 9 a.m. EST on Nov. 5 2024. This includes content within the original abstract submitted.

Poster Embargo

Any additional data that will be available on a poster that is beyond what was submitted in the abstract is embargoed until Nov. 8, 2024 at 9 a.m. CST. This embargo applies to poster-only presentations for the Annual Meeting. Any posters accepted for the Immune Engineering Workshop will be embargoed until Nov. 7, 2024 at 9 a.m. CST.

Oral Presentation Data Embargo

Any updated and/or new data that will be available in an oral presentation is embargoed until the date and time of the presentation. If the oral presenter is also creating a poster which includes updated and/or new data, the poster shares the same Oral Presentation Embargo date, not the poster embargo date specified above. This embargo applies to oral abstract presentations.

Press Release Policy

Any planned press releases and media alerts must be reviewed and approved in advance by SITC Communications staff. Please provide a minimum of two business days for review. Drafts should be emailed to communications@sitcancer.org.

For press releases about abstracts released:

Before 8 a.m. CST/9 a.m. EST on Nov. 5, 2024: Press releases can be issued with only logistical information (abstract title, author, poster number, and presentation date and time) about an abstract/poster/oral presentation.

After 8 a.m. CST/9 a.m. EST on Nov. 5 2024: Press releases can be issued with information about the content within the original abstract submitted. Additional, updated, and/or new data that will be available on a poster of the abstract is embargoed until Nov. 8, 2024, at 9 a.m. CST. Additional, updated, and/or new data that will be presented as an oral presentation at SITC’s Annual Meeting is embargoed until the date and time of the presentation.
Poster Presenter Permissions

Immune Engineering poster presenters retain the right to reuse their poster after the poster embargo, Nov. 7 at 9 a.m. CST.

Annual Meeting poster presenters retain the right to reuse their poster after the poster embargo, Nov. 8 at 9 a.m. CST.

ePosters will remain on the SITC virtual meeting platform, accessible to Annual Meeting registrants, through Jan. 7, 2025. SITC does not distribute or display ePosters anywhere after Jan. 7, 2025.

Withdrawal & Editing Policy

Regular, Young Investigator Award, and Immune Engineering Abstracts
The deadline for regular and Young Investigator Award abstract withdrawal or changes, including presenter changes, is Aug. 9, 2024.

Late-Breaking Abstracts – Clinical Only (LBAs)
The deadline for LBA withdrawal or changes, including presenter changes, is Sept. 30, 2024.

These deadlines are set in place because the abstract information is pulled for publication immediately following these dates and cannot be edited after that. If you would like to withdraw or make a change to your abstract after the submission deadline and before the applicable date above, you must submit your request in writing to education@sitcancer.org. Upon receipt of your request we will make the change, if possible, and send a confirmation once the withdrawal or change has been completed.

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.

Call for Papers by Publisher

BMJ, the publisher of the Journal for ImmunoTherapy of Cancer (JITC), reserves the right to email corresponding authors of regular, YIA, Immune Engineering or LBAs once they are published to notify them of online publication and to invite them to submit articles to JITC.

Copyright Policy

Parameters for requesting permission to use abstracts and articles published in JITC are detailed in BMJ’s copyright policy. For detailed information on how to cite, reference, give attribution to, use, reuse, etc. regarding an article or an abstract published in JITC, please consult the publisher, BMJ. You must adhere to the rules in accordance with the type of license granted to BMJ.
Encore Presentation Policy

Any abstract that has been previously accepted and/or published (by any meeting or publisher) must contain **substantial new data** in order to be considered. Contact education@sitcancer.org with any questions pertaining to substantial new data.