

# GUIDELINES FOR PREPARATION AND SUBMISSION OF ABSTRACTS



**AACR Abstract Submission System.** Authors must submit abstracts for presentation at the Annual Meeting 2021 using the AACR Abstract Submission System, which will be available at [AACR.org/AACR2021](https://AACR.org/AACR2021) beginning September 30, 2020. You can create, modify, and submit abstracts until the November 19, 2020, abstract deadline. Complete instructions on the use of the AACR Abstract Submission System will be provided on the website.

**Note for 2021:** Submit your abstract detailing how you use AACR Project GENIE data by the November 19, 2020, deadline for an opportunity to be featured in a special session during the Annual Meeting 2021. Simply include GENIE as a keyword during the submission process.

The Abstract Submission System has been optimized for the current versions of most browsers:

- ★ **Google Chrome:** Version 23.0 or higher
- ★ **Internet Explorer:** Version 9.0 or higher
- ★ **Mozilla Firefox:** Version 27.0 or higher
- ★ **Safari:** Version 7.1 or higher
- ★ **Microsoft Edge:** Version 79.0 or higher

Browsers should be set to enable JavaScript and to accept cookies. Users who need assistance in properly updating and configuring their browsers should contact Abstract Submission Customer Service at 217-398-1792 or [aacr@support.ctimeetingtech.com](mailto:aacr@support.ctimeetingtech.com).

**Responsibilities of Authors.** By submitting an abstract for presentation at the AACR Annual Meeting, abstract authors agree and/or attest to the following:

★ **Support for Abstract/Verification of Authorship.**

All authors accept individual responsibility for the accuracy and integrity of statements in their abstract, and the submitting author is required to ensure that all authors have confirmed that all statements are an accurate reflection of the presented data and have agreed to the submission of the abstract and to their being listed as contributors prior to submission. Authors will be notified of their inclusion on an abstract via email.

- ★ **Sponsorship of Abstracts.** The submitting author must provide the name of an AACR member who has agreed to sponsor the abstract, and the submitting author must attest that the permission of the member sponsor has been secured prior to initiating an abstract submission. See page 18 for Abstract Sponsorship Regulations.

- ★ **Transfer of Copyright.** On behalf of all authors, the submitting author must assign and transfer copyright for the abstract to the AACR.

- ★ **Presentation of Abstracts.** The submitting author for each abstract must designate a presenter who agrees to register for the meeting and attend the corresponding session to discuss in detail the research presented in the published abstract. If the assigned presenter cannot attend the meeting, the authors are expected to designate a replacement or withdraw the abstract (see page 17).

- ★ **Confirmation of No Prior Publication/Presentation.** Authors who submit an abstract confirm that they have not previously published these data, that they have not previously presented them at a large national annual scientific meeting, and that they are not planning to present or publish them prior to the dates of the AACR Annual Meeting 2021.

Exception: Encore presentations are permitted for clinical trials abstracts that are submitted for the January 11, 2021, clinical trials deadline. During the submission process, authors of encore clinical trials abstracts must provide the date and name of the meeting at which the original trial abstract was presented.

- Content of Abstracts.** Each abstract should contain (a) an introductory sentence indicating the purposes of the study; (b) a brief description of pertinent experimental procedures; (c) a summary of the new, unpublished data; and (d) a statement of the conclusions.

Abstracts should be carefully proofread to avoid errors in the published literature. American spelling should be used throughout; for more information regarding American spelling, please refer to *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers, Eighth Edition* (Council of Science Editors, 2014).

- Abstract Control Number.** An Abstract Control Number (e.g., 21-A-1234-AACR) will be assigned to each abstract submitted online and will be listed on all email correspondence regarding the abstract. Please refer to the Abstract Control Number in any abstract communications.

- Financial Relationships of Coauthors.** Per ACCME regulations, the AACR must collect information on the financial relationships of all meeting presenters and abstract authors. You will be asked to disclose your financial relationships and the financial relationships

## AACR ANNUAL MEETING 2021 GUIDELINES FOR PREPARATION AND SUBMISSION OF ABSTRACTS (cont'd)

of each of your coauthors. For more information on financial relationships, visit [AACR.org/CME](https://www.aacr.org/CME).

**Sponsor Permission and Information.** Each abstract must be sponsored by an AACR member. You must secure the permission of the sponsor before submitting the abstract. For details, see the “Abstract Sponsorship Regulations” on page 18.

**Length of Abstracts.** The combined length of the abstract body, title, and tables may not exceed 2,600 characters, not including spaces and the author string. Tables count for 800 characters against the limit. Submission cannot be completed for abstracts that exceed this limit.

**Abstract Category, Subcategory, and Subclassification.** You must select a category, subcategory, and subclassification for your abstract. See pages 19-23 for details.

**Disclosure of Chemical Structures.** At the time of abstract submission, the submitting author is required to state whether chemical compounds were used in the scientific work to generate the data in the proffered paper. Chemical compounds are defined as low-molecular-weight (generally <1000 g/mol) organic or inorganic molecules, peptides, or proteins/nucleic acids cocrystallized with low-molecular-weight molecules. If chemical compounds were used, the corresponding author is further required to indicate whether the complete chemical structures of the compounds used will be disclosed at the time of presentation at the meeting. The chemical structures are not required to be included at the time of abstract submission; rather, an indication of the intent to disclose any such structures at the time of presentation is required.

The Program Committee will then evaluate the information provided by the corresponding author and determine the acceptability of the proffered paper for presentation. Those who do not intend to disclose chemical structures may have their abstracts rejected for participation; however, a limited number of these abstracts without chemical structures may be accepted for presentation if deemed to be of sufficient scientific merit.

**Submission Fee.** Each abstract submitted must be accompanied by a **\$65 abstract submission fee**. The submission fee can be paid by credit card or check. The fee is nonrefundable regardless of the final disposition of the abstract.

**Abstract Deadline.** The deadline for abstract submissions is **11:59 p.m. U.S. ET, Thursday, November 19, 2020**. Abstracts submitted after the deadline will not be considered by the Program Committee. **No significant changes may be made to**

**abstracts after the November 19, 2020, deadline.**

**Note:** Submitting an abstract for presentation at the AACR Annual Meeting 2021 does not constitute registration for the meeting. Abstract presenters must register to attend the meeting at [AACR.org/AACR2021](https://www.aacr.org/AACR2021).

**Late-Breaking Abstract Deadline.** The deadline for late-breaking abstracts is **11:59 p.m. U.S. ET, Monday, January 11, 2021**. Abstracts detailing highly significant and timely findings in any area of cancer research that were not available at the time of the regular abstract deadline will be considered for presentation at the Annual Meeting. Only those abstracts that are deemed to be of high scientific priority will be accepted.

Abstract submission fees and sponsorship regulations also apply to late-breaking abstracts.

**Clinical Trials Abstract Deadline.** All abstracts describing clinical trials (including placeholder abstracts) should be submitted as late-breaking abstracts. The deadline for clinical trials abstracts is **11:59 p.m. U.S. ET, Monday, January 11, 2021**. Final data for placeholder abstracts are due **Thursday, February 4, 2021** (see page 9). Abstract submission fees and sponsorship regulations also apply to clinical trials abstracts.

**Publication Opportunity.** For consideration of simultaneous publication in an AACR journal, please contact the AACR Publishing Division at [pubs@aacr.org](mailto:pubs@aacr.org).

**Presentation of Proffered Papers at the AACR Annual Meeting.** Every proffered abstract that has been accepted for publication in the online *Proceedings* must have a corresponding presentation at the meeting. Specifically, the author listed as the presenter for an accepted proffered paper must attend the corresponding session to discuss in detail the research outlined in the published abstract, according to the specific guidelines of the session. Presentation formats for 2021 include ePosters with enhanced engagement and networking opportunities and short talks in minisymposia. If, due to unforeseen circumstances, the designated presenter is unavailable to attend the session to present the paper, he or she must contact the AACR Program Development Department to designate a coauthor to serve as the presenter. If no abstract authors are available to present the data, the presenter must withdraw the abstract immediately by contacting the AACR Program Development Department at 215-440-9300 or [abstractchanges@aacr.org](mailto:abstractchanges@aacr.org). Failure to comply with these regulations pertaining to abstract presentation may result in actions including, but not limited to:



- ★ The withdrawal of the abstract from the session
- ★ The removal of the abstract from the online *Proceedings*
- ★ The loss of future sponsorship privileges for the sponsor of the abstract
- ★ The loss of future abstract submission/authorship privileges for the presenter of the abstract

**Deadline for Withdrawal of Abstracts.** Requests to withdraw regular abstracts will be accepted through **Monday, February 22, 2021**. Requests to withdraw late-breaking or clinical trials abstracts will be accepted through **Tuesday, March 9, 2021**. Withdrawal requests must be sent by email to [abstractchanges@aacr.org](mailto:abstractchanges@aacr.org). Withdrawal requests must include the Abstract Control Number and title as well as an explanation of the reason for withdrawal.

## ABSTRACT SPONSORSHIP REGULATIONS

### Expanded Abstract Sponsorship Privileges for AACR Members

Expanded abstract sponsorship privileges for selected AACR member types are available for the AACR Annual Meeting 2021, as outlined below:

- ★ **Active, Honorary, and Emeritus Members** may now sponsor an **unlimited number of abstracts** for presentation at the meeting. (As always, members must verify the content, authenticity, and quality of the abstracts they agree to sponsor.)
- ★ **Affiliate Members** are still permitted to sponsor one abstract for each deadline provided that they are the presenter of the abstract. However, Affiliate Members are **no longer required to provide an endorser** for their abstract.

Members must be in good standing in order to sponsor and endorse abstracts for presentation (see below for details). To be in good standing for the November 19 regular abstract deadline, member dues must be paid in full through 2020. To be in good standing for the January 11 late-breaking and clinical trials abstract deadline, member dues must be paid in full through 2021. Associate, Honorary, and Emeritus Members are exempt from the payment of dues; therefore, this regulation does not apply to them.

1. Each abstract submitted for presentation at the AACR Annual Meeting must be sponsored by an Active, Emeritus, Honorary, Affiliate, or Associate

AACR Member in good standing. (Student members are not eligible to sponsor an abstract.)

2. An Active, Emeritus, or Honorary Member may sponsor an unlimited number of abstracts and may use his or her sponsorship privileges in two ways: (a) to sponsor abstracts on which he or she is listed as an author, or (b) to sponsor abstracts submitted by colleagues on which he or she is not listed as an author.
3. An Associate Member in good standing may sponsor one abstract for each submission deadline provided that (a) he or she is the presenter of the abstract, and (b) an Active, Emeritus, or Honorary Member in good standing endorses the work. Active, Emeritus, and Honorary Members may endorse an unlimited number of abstracts while still retaining their right to sponsor an unlimited number of abstracts.
4. An Affiliate Member in good standing may sponsor one abstract for each submission deadline provided that he or she is the presenter of the abstract. (Affiliate Members are no longer required to provide an endorser.)
5. Permission to list an AACR member as a sponsor or endorser must be obtained prior to selecting the sponsor/endorser in the Online Abstract Submission System. Individuals listed as sponsors or endorsers of abstracts will receive a notification of sponsorship or endorsement via email.
6. The sponsor must verify the content, authenticity, and quality of the abstract. Sponsorship of an abstract implies support for the data and the interpretations contained therein.

**COMPLIANCE WITH THESE REGULATIONS IS THE RESPONSIBILITY OF THE AUTHORS.** Adherence to these rules will be strictly enforced. Violations will result in the rejection of the abstract by the Program Committee.

## MEMBERSHIP APPLICATION DEADLINES FOR ABSTRACT SPONSORSHIP

Nonmember individuals interested in joining the AACR and sponsoring an abstract for Annual Meeting 2021 must submit an application for membership no later than **November 12, 2020**. Individuals interested in joining the AACR and sponsoring a clinical trial or late-breaking abstract must submit an application for membership no later than **January 7, 2021**. Membership questions may be directed to [membership@aacr.org](mailto:membership@aacr.org).