



Abstract Guidelines

Technical Requirements

The internet abstract submission system works best with Mozilla Firefox:

- Cookies needs to be enabled
- All pop-up blockers should be turned off

Definitions

- Submitting author: person who physically submits the abstract
- Presenting author: person who will physically present the abstract at the conference and who is marked as the presenter in the programme
- First author: First author cited who scientifically endorses the abstract and is therefore responsible for its content
- Abstracts must be written in English in a generally accessible style.

Rules

Failure to observe these guidelines may result in disqualification.

1. Click on the "ABSTRACTS" section of this website and follow instructions as given. Please note that you will be asked to register yourself if you have not used the system before. Once registered you will be sent confirmation of your username and password, which you can subsequently use to log in and modify / submit any new abstracts. You can then use the same details to log in and register for the Symposium.
2. Once you have submitted your abstract you will also be given a unique Reference Number. Please make a note of these so that, if required, you can recall and update/amend your submission.
3. The correct topic must be selected to ensure correct scoring. The content of the abstract must be topic related.
4. Each abstract should have a brief descriptive title of no more than 140 characters including spaces. Trademarks are not allowed in the abstract title.
5. A maximum of 20 authors are permitted per abstract. Please ensure you provide an affiliation for all authors.
6. Abbreviations should be defined.
7. If you use subtitles e.g. Method, Results etc., please remember these titles will be included in the character count.
8. The abstract must have a minimum of 300 and cannot contain more than 2300 characters (including blank spaces, punctuation).
9. It is undesirable to end abstracts with such phrases as "the findings will be discussed" as this is unhelpful to future readers.



10. The identity of technologies (approved or experimental) mentioned in the title or abstract text should be disclosed in the text of the abstract or by means of a reference to a publicly accessible source.
11. Trademarks may be included in the abstract text between brackets, but only the first time the product/service/technology is mentioned.
12. Please provide at least two specific keywords describing the content of your abstract for scheduling and index purposes. Good keywords are: drug name(s), drug code number(s), drug target, drug class, biomarker or diagnostic name, tumor type, type of study (eg. Phase 1), etc. Avoid general terms such as cancer, cell line, personalised therapy, patient etc.
13. Please ensure that your abstract does not contain spelling, grammatical or scientific errors. No corrections are possible after the submission deadline. The abstract will be reproduced exactly as submitted in the publication *Frontiers in Oncology*. No proofreading will be done.
14. Type the title, authors and addresses using Proper Case (i.e. do not use all capitals).
15. If you need to withdraw your abstract, a written statement reflecting the reasons for this decision must be sent to win2020abstracts@mci-group.com, no later than **Wednesday, 20 May 2020.**

After the submission

1. The Programme Committee reserve the right of final decisions regarding acceptance of abstracts and the form of presentation.
2. The submitting authors will be notified in April 2020, at the email address provided during submission, whether their abstract has been accepted. It is the author's responsibility to ensure that emails from WIN Secretariat can reach them. They will be informed at the same time about the date, time and form of their presentation.

Presentation of abstracts

Abstracts can only be accepted as poster presentations. If your abstract is accepted as a poster, you will be requested to be available for discussion during the corresponding moderated poster viewing session. Please use letters large enough to be read from a distance of 1.5 meters (4.9 feet).

Abstract typing instructions

1. Maximum word count is 2300 characters.



Formatting your abstract

1. Please use International characters only.
2. Please type in "Normal sentence case", not all in CAPITALS.
3. Reduce abbreviations to a minimum, especially non-standard ones, and define at first use. Abbreviations should not be used in the title.
4. Make the title intelligible to all.
5. Use only normal keyboard characters.
6. Separate each paragraph with one hard return. Please do not use hard returns at the end of each line - the text will wrap automatically.
7. Please use the buttons provided to format your abstract title and text. The following formatting is available: Bold, Italic, Superscript, Subscript, Symbol/custom character, Copy, Paste as plain text, Select all, Undo, Redo.
8. If you are pasting content we strongly advise using the "paste as plain text" button in the toolbar along with the "custom character" button, if any erroneous characters remain you will be alerted on submission and given the opportunity to amend.

Copyrights, editing and publication

Submission of an abstract implies the exclusive, unrestricted granting of copyrights on the abstract to the WIN 2020 symposium organizer and its partners/publishers.

The WIN 2020 symposium organizers reserve the right to edit abstracts for obvious spelling or grammatical errors before publication without the authors' consent.

Encore abstracts

Abstracts presented at previous symposiums (encore abstracts) are potentially acceptable, but scheduling for presentation cannot be guaranteed. All submitted abstracts will undergo peer review by independent experts and their ratings will determine the abstract scheduling. Acceptability of encore abstracts depends on various factors. For instance, if it provides supporting data for an invited lecture it might be acceptable for poster presentation. Acceptability of an abstract of a clinical study that was presented elsewhere will increase if updated results are reported.