



# Florida Society of Clinical Oncology

## The Voice of Oncology in Florida

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## Invitation to Submit Abstracts for Presentation FLASCO Fellows, Residents, Students

As a FLASCO Associate or Student Associate member, the Florida Society of Clinical Oncology (FLASCO) invites you to submit abstracts detailing your research endeavors for poster presentation. **The presenter/author may submit their abstract to [info@flasco.org](mailto:info@flasco.org) for review by the Abstract Review Committee.**

Abstracts of superior quality will be selected by the FLASCO Ad Hoc Abstract Review Committee for poster presentation. The FLASCO Committee strongly encourages the submission of abstracts on research directly influencing the cancer-related health and outcomes of Floridians.

Abstracts will be judged solely on the data submitted. Statements such as "further data will be presented" are strongly discouraged and will decrease the likelihood that the abstract will be selected for presentation. Notification regarding acceptance or rejection of abstracts will be sent by email to the approved presenter.

### POSTER SESSIONS

Selected abstracts will be displayed on poster boards during the designated poster session at each meeting. First Authors should be available at their poster during the Official Poster Session.

### POSTER GUIDELINES

#### Commercial Bias/Marketing Restrictions

FLASCO is committed to minimizing commercial bias in poster presentations and handouts. Poster presentations and handouts should not contain any of the following: commercial logos, company names, brand, or proprietary drug names. Any questions related to potential conflicts must be directed to FLASCO's office staff at [info@flasco.org](mailto:info@flasco.org).

#### Size Limitations

No larger than 36 inches high and 48 inches wide. If you exceed this size your poster may not fit on the provided board. The poster should be made on one sheet (rollup). Do NOT mount illustrations on heavy cardboard because they may be difficult to keep in position on the poster board.

#### Second Showings

Abstracts that have been submitted and presented previously are acceptable.



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### **Abstract Suggested Topics**

- Clinical Trials
- Nursing Care
- Palliative Care
- Business/Administrative issues
- Quality Improvement Projects
- Best Practice Projects
- Patient and Survivor issues
- Case Studies

### **Abstract Title**

The title of your abstract should be written in sentence case, capitalizing only the first letter of the first word of the title and any proper nouns or acronyms. Do not refer to study results or conclusions in the title; it should objectively describe the study.

### **Abstract Format Instructions**

- The total word count for a single abstract submission is 350
- Type all abstracts in English
- Abstract format should be in the following format:
  - First line: Title
  - Second line: Authors and Affiliations
  - Subsequent lines: Introduction/Hypothesis/Context, Methods/Design, Results, and Conclusion
- Sign and date the Copyright/Permission to Print form
- Submit electronically via email to [info@flasco.org](mailto:info@flasco.org)
- First author will receive email verification of receipt and acceptance

### **RESPONSIBILITIES OF THE FIRST AUTHOR**

#### **The First Author Must:**

- Verify that all co-authors are aware of the abstract's content and support its data
- Agree to be present during the scheduled time of a Poster Session
- Adhere to FLASCO's Conflict of Interest Policy

### **Onsite Instructions**

- Please plan to be onsite to hang your poster approximately 30 minutes before the poster session begins
- FLASCO's dress code standard is business attire
- Pushpins and a board will be provided by FLASCO. You will NOT be allowed to use glue, tape, paint, or staples on the poster boards
- Supporting documents for your poster presentation is approved for distribution, at your discretion
- Remove your poster at the end of the meeting or requested time



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### **Frequently Asked Questions about Abstract Submission**

For any questions not addressed here, please call the FLASCO Office at (813-677-0246) or email [info@flasco.org](mailto:info@flasco.org).

- **What is the deadline for abstract submissions?**
  - The deadline for abstract submissions can be found in the respective meeting announcement.
- **How can I submit my abstract?**
  - Abstracts can be submitted to FLASCO by email to [info@flasco.org](mailto:info@flasco.org).
- **How many abstracts can I submit?**
  - Please limit your abstract submission to 1. If denied, you are encouraged to revise or replace and re-submit before the abstract deadline.
- **May I submit a case study?**
  - Yes, case studies are acceptable.
- **Can I submit a Late-Breaking Abstract? If so, what is the deadline?**
  - No, currently there is no opportunity to submit a Late-Breaking Abstract.
- **What is the maximum length for the title of my abstract?**
  - There is no maximum length for the title. Yes, the wording is included in the word count.
- **How many characters can be included in my abstract?**
  - The total word count for a single abstract is 350.
- **May I include a table with my abstract?**
  - Yes.
- **How many authors can be included on my abstract?**
  - There is no limit to the number of authors on the abstract.
- **May I submit an abstract if I am not a FLASCO member?**
  - No, you must be a FLASCO member to submit an abstract.
- **Can I revise my abstract after it has been submitted?**
  - Yes, you may edit your abstract.
- **Is there an abstract submission fee?**
  - No, there is no fee for submitting an abstract. However, all authors planning to attend the FLASCO meeting must register and attend the meeting. ([www.flasco.org](http://www.flasco.org))
- **If I would like to withdraw my abstract, what should I do?**
  - If the presenter/author wishes to withdraw their abstract from the program, a written request must be submitted to [info@flasco.org](mailto:info@flasco.org).
- **When and how will I receive notification about the status of my abstract in the program?**
  - Notification regarding acceptance or rejection of abstracts will be sent by email to the presenter. The decision of the FLASCO Abstract Ad Hoc Committee regarding acceptance and presentation of abstracts is final.
- **I am experiencing technical difficulty with the submission. Whom should I contact?**
  - For questions regarding technical support, please call FLASCO (813) 677-0246 between the hours of 8:00 am and 3:00 pm Monday through Friday, Eastern Standard Time. You may also email [info@flasco.org](mailto:info@flasco.org).