FREQUENTLY ASKED QUESTIONS (FAQs)

Call for Abstracts: July 6, 2020
Submission Due Date: Wednesday, November 11, 2020, 11:59 PM Eastern Daylight Time (GMT -4 Hours)
Abstract Decision Notification: Mid-December 2020
Poster Session Dates: March 18 – 20, 2021
2021 NCCN Annual Conference: The Conference will be held virtually March 18 – 20, 2021

Eligibility:

Who is eligible to submit an abstract?

• Any researcher in the oncology field may submit an abstract. This includes, but is not limited to, physicians, researchers, graduate students, fellows, and members of industry.

Do I have to be an employee at an NCCN Member Institution to submit an abstract?

• No, anyone in the oncology community may submit an abstract, regardless of NCCN membership/affiliation.

Research Topics:

What topic areas will be accepted?

• Research may fall into the general areas below:
  • Clinical Oncology (all phases)
  • Pre-Clinical Oncology
  • Epidemiology/Risks/Prevention
  • Correlative/Genomic
  • Best Practices in Implementation and Use of Clinical Practice Guidelines
  • Quality Improvement
  • Outcomes and Health Services Research
  • Bioinformatics/Information Technology Sciences

*Please note that the submission of abstracts that are essentially advertisements is discouraged.
Content:

What should I include in my abstract?

- The following sections are required: Title, Background, Methods, Results, and Conclusions. A description of data analysis must be provided to support all conclusions.

Is there a character limit for the abstract?

- Yes, there is a strict limit of 2,500 characters including spaces and punctuation. However, it does not include the title of the abstract or the names of the co-authors or their affiliations. One table and/or figure may be included as an attachment and does not count toward the character limit.

Can I submit an abstract if I presented it at another poster session or if it was previously published (encore submission)?

- No, only original research will be accepted. Your research must not have been previously released in any public format. This includes, but is not limited to, the press, presented at a conference, or published in a journal.

Can I submit research that is “in progress” or in an “interim analysis”?

- Yes, however, as with all abstracts, a description of data analysis must be provided to support all conclusions.

Can I submit “late breaking” or “study design” abstracts?

- No, late breaking and study design (only) abstracts will not be accepted.

Can I submit an abstract containing data from the long-term follow-up of previously presented clinical trials?

- Yes, however, abstract submissions including data from the long-term follow-up of previously presented clinical trials may only be submitted if significant new information can be shown.

Can I submit a case study or literature review?

- Yes, case studies or literature reviews will be accepted.

Can my institution submit more than one abstract?

- Yes, there is not a limit to the number of abstracts that can be submitted by one institution. However, please note that submission of multiple abstracts on a single study may result in one or more of the abstract submissions not being approved. The Abstract Review Committee will review and select only the abstract(s) that are the most scientifically sound.

Are posters due with the abstract submission?

- No, you will only be required to submit an electronic version of your poster if your abstract has been selected to be presented at one of the poster sessions.
Primary Author Responsibilities:

*What are my responsibilities as a primary author?*

- Pay the online administrative submission fee. (Fees are per abstract)
- Create a personal account in *JNCCN Editorial Manager (JNCCNEM)* system; a link will be sent in your submission confirmation email from NCCN.
- Begin the process of submitting your NCCN Annual Conference Abstract:
  - Complete the Confidential Disclosure and Copyright Permission Form:
    - Confirm that all coauthors are aware of the contents of the abstract and approve the abstract as written for submission.
    - Obtain and report any pertinent disclosure information for all coauthors.
    - Agree to transfer copyright to NCCN. The Primary Author will agree on behalf of all coauthors.
  - Complete all required fields in JNCCNEM.
  - Confirm that only original research has been submitted and that the information has not been previously released in any public format. This includes, but is not limited to, the press, presented at a conference, or published in a journal.
  - Provide information for each coauthor, including their full name, academic degree(s), affiliation(s), and email address.
  - Review all entered information for accuracy and completeness. **Note: If your abstract is accepted, all information will be published in JNCCN exactly as it appears in JNCCNEM.**
- If accepted, register for the annual conference.
- Create and send an electronic version of the final poster to abstracts@nccn.org.

*Is there a limit to the number of co-authors listed on the abstract?*

- No, however, all co-authors need to disclose any pertinent conflict of interest information to the primary author.

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**SUBMISSION PROCESS**

*How do I register to submit an abstract?*

- You must apply online at [https://cvent.me/lVAv4v](https://cvent.me/lVAv4v) and submit your abstract and the Confidential Disclosure and Copyright Permission Forms electronically through JNCCNEM.

*Can I submit more than one abstract?*

- Yes, you may choose to enter a quantity when you apply online at [https://cvent.me/lVAv4v](https://cvent.me/lVAv4v). Please note that the quantity entered will multiply the administrative submission fee for your abstract submissions.
How do I submit my abstract electronically?

- Upon successful completion of the payment step (administrative submission fee), you will receive an e-mail confirmation with detailed instructions and a link to the JNCCN Editorial Manager (JNCCNEM) system. You must first create a personal account within JNCCNEM. Full contact information for the corresponding author as well as for the primary author, if separate, is required.
- Complete all fields within JNCCNEM.
- Complete and upload the Confidential Disclosure and Copyright Permission Forms.
- Review and approve your completed abstract submission within JNCCNEM by Wednesday, November 11, 2020, 11:59 PM Eastern Daylight Time (GMT -4 Hours)

Do I have to have all of the documents completed prior to submission?

- Yes, once you approve the final version, you will not be able to make any changes. However, you can sign in and add documents to your submission as you collect them by clicking “Save & Submit Later.” You may also make changes to your abstract prior to “approving” it in JNCCNEM. Please note that all documents are due in their final form by the abstract submission due date of Wednesday, November 11, 2020, 11:59 PM Eastern Daylight Time (GMT -4 Hours) in order to be considered for presentation at the 2021 General Poster Session.

There is a mistake in my uploaded abstract; can I make changes?

- Yes, you may make changes and additions/deletions, as needed, after you enter/save your abstract in JNCCNEM and prior to approving the final version. These changes can be made up until the abstract submission due date on Wednesday, November 11, 2020, 11:59 PM Eastern Daylight Time (GMT -4 Hours).

I am having technical difficulties registering and/or submitting my documents in JNCCNEM, what should I do?

- For General Poster Session and/or annual conference registration difficulties, please email conferences@nccn.org.
- For JNCCNEM difficulties, please first ensure the pop-up blocker on your computer is turned off so the NCCN window can appear. If you continue to have technical difficulty, please contact abstracts@nccn.org.

Will I have the opportunity to review or update the content of the abstract that I have submitted prior to it being published in JNCCN?

- No, the abstract will be published exactly as it was entered into JNCCNEM. Please ensure that all spelling, names of co-authors, and information is correct at time of submission.

Costs:

How much does it cost to submit an abstract?

- A $60.00 non-refundable administrative submission fee, payable by credit card (American Express, Discover, MasterCard, or Visa) will apply to all abstracts. There is a discounted administrative submission fee of $50.00 for authors from NCCN Member Institutions. The administrative submission fee for Fellows is $30.00. Please note that you must pay the required administrative
submission fee for each abstract that you submit. You will be able to enter the quantity online.

Are there other costs in addition to the abstract administrative submission fee?

- Should your abstract be selected for the NCCN General Poster Session, you/your institution will be responsible for the annual conference registration. Please visit http://www.NCCN.org for registration availability.

**REVIEW PROCESS**

Process:

How are the abstracts reviewed?

- Abstracts are evaluated using a peer-review process. Through this process, oncology research faculty from NCCN Member Institutions serve as reviewers to approve research for the General Poster Session.

When will NCCN notify applicants of the review outcome?

- Corresponding authors will be notified via e-mail regarding their abstract status in mid-December 2020.

**POSTER SESSION**

Posters:

What format or program should I use to develop my poster?

- You may format your poster using your program of choice; NCCN does not require a certain program, font or font size to be utilized when creating your poster.

How will the posters be displayed?

- All posters will be uploaded onto the virtual conference site. The online event platform will also feature opportunities for virtual presentations and networking.
- The electronic version (PDF preferred) of your poster must be emailed to abstracts@nccn.org by **Friday, March 5, 2021**. Please note that if your abstract is selected to be presented at the General Poster Session, a picture of the poster may be attached to JNCCN information posted on social media (Twitter).

Does NCCN require a hardcopy of my poster?

- No, NCCN does not require a hardcopy of your poster.
All approved abstracts will be published in the online version of *JNCCN – Journal of the National Comprehensive Cancer Network*. In addition, the highest ranked abstracts will also be published in a conference highlights printed version of JNCCN.

**Embargo Date:**

*When can I submit my abstract for acceptance, or present my poster, at another conference?*

- The embargo date for all accepted abstracts is Thursday, March 18, 2021. Therefore, if you submit your abstract to, and are accepted at, another Poster Session, you will not be able to present the poster at both conferences. Our policy states that only original research will be accepted. Your research must not have been previously released in any public format. This includes, but is not limited to, the press, presented at a conference, or published in a journal.

**TOP 5 ABSTRACTS - ORAL POSTER PRESENTATION SESSION**

The authors of the **Top 5** abstracts, as determined by the Abstract Review Committee, will have the option to present their poster orally during a designated virtual Oral Poster Presentation Session (Date and Time TBD). In addition, the authors of the **Top 5** abstracts will receive the following:

- Special recognition during the conference
- Your abstract will published in a conference highlights printed version of JNCCN.

The authors of the Top 5 Posters will be notified via e-mail in late-December 2020. **Due to CE requirements, industry poster submissions will not be eligible for oral presentation.**

**MISCELLANEOUS**

**NCCN Contacts:**

*Whom can I contact if I need help registering for the 2021 NCCN Annual Conference?*

- Please email all questions to conferences@nccn.org.

*Whom can I contact if I have any abstract/poster session questions?*

- Please email all questions to abstracts@nccn.org.

*Whom can I contact if I have JNCCN publication questions?*

- Please email all questions to jnccn@nccn.org.