Abstracts and Surgical Films are selected on the basis of scientific merit and are allocated to Scientific Plenary, Focused Plenary, Education Forum, Featured Poster or Poster presentations through a blinded peer review process. The Program Committee reserves the right to select the most appropriate forum for presentation.

SGO encourages all medical professionals who are a part of the women's cancer care team to submit original research for peer-review by the 2016 Annual Meeting Program Committee. Submitters will be encouraged to propose innovative ideas focusing on eight key areas for abstract submission, as outlined below. Novel approaches do not need significant sample sizes resembling clinical trial design; rather, they should show innovative ways to advance science in gynecologic oncology to ultimately lead to the SGO Mission of eradicating women’s cancer. See page 5 of this document for key concepts for Global Session submissions.

Key Concepts for Abstract and Surgical Film Submissions:

NOTE: Key concepts will be used for the purpose of facilitating the peer review process, not for limiting the topics of submission accepted. Please take care to select your key concept and category accordingly.

- **Key Concept 1: Clinical Trials Development in Progress or Concluded:** From personalized medicine to practice-changing studies in ovarian, cervical and endometrial cancers.

- **Key Concept 2: Novel Surgical Techniques:** Looking beyond what exists today to the next wave of surgical innovation.

- **Key Concept 3: Novel Radiation Technologies:** Looking beyond what exists today to the next wave of innovations in radiation oncology.

- **Key Concept 4: International Gynecologic Cancer Care and Delivery:** Comparative delivery of International Gynecologic Oncology Cancer and looking at the differentiating standards from International to US of care and cost control.

- **Key Concept 5: Biomarker Utilization in Gynecologic Oncology:** Distillation of translational science novel endpoints specific to clinical trials. Molecular markers and radiologic contribution to gynecologic cancer care to what we have learned from SPOREs. Moving to precision and personalized medicine.
- **Key Concept 6: Healthcare Delivery Outcomes**: Looking at relevant topics on cost effectiveness, quality outcomes and quality measures. Cost containment/minimization studies, comparative effectiveness studies (large cohort studies with cost or quality component in the results) and cost or quality studies that are related to other focused areas such as a surgery-related cost or quality study are examples of studies that are of interest with clinical topics.

- **Key Concept 7: Gynecologic Pathology & Disease Pathogenesis**: Biological behavior of tumors, genomics & surgery. New concepts in pathogenesis.

- **Key Concept 8: Rare Tumors and GTD**: Emerging pathology, treatment and novel emerging therapies.

In addition to the key concepts, submitters are encouraged to submit research in any of the following categories:

- Breast Cancer
- Cervical Cancer
- Chemotherapy
- Clinical Practice Issues
- Clinical Trials – Phase I Clinical Trials – Ovary/FP/PPC/Breast, Phase II/III
- Clinical Trials - Cervix Phase II/III
- Clinical Trials – Endometrial/Sarcoma, Phase II/III
- Endometrial Cancer
- Public Health/Epidemiology Hereditary Cancers & The Role Of Genetics
- Ovarian/FP/PPC
- Surgical Techniques/ Robotics/Minimally Invasive Surgery
- Supportive Care
- Quality of Life
- GTD/Vulvar & Vaginal Cancers/Rare Tumors/Sarcomas
- Surgical Films
- Translational Research/Basic Science

Objectives, Methods, Results, and Conclusions must be clearly identified within the submission.

Individuals with abstracts selected for presentation will be asked to postpone publication of their manuscript in any journal until the conclusion of the Annual Meeting. Abstracts selected for Scientific Plenary, Education Forum, Featured Poster or Poster presentations will be published in *Gynecologic Oncology*. For those authors wishing to submit manuscripts for publication in *Gynecologic Oncology*, its editors will make every effort to ensure that accepted papers are promptly published after the Annual Meeting.

Expenses associated with the submission and presentation of an abstract are the responsibility of the presenter, and are not reimbursed or covered by the Society of Gynecologic Oncology.

There is a 2,000 character count limit for all submissions. This does not include your title, author string, allotted tables or graphs or spaces.
**Key Concepts for Global Session submissions:**

- Epidemiology
- Regional demographics and trends
- Treatment in developing countries
- Challenges in public health and data ascertainment
- Screening challenges
- Breast cancer

In addition to the key concepts, submitters are encouraged to submit research in any of the following categories:

- Breast Cancer
- Cervical Cancer
- Chemotherapy
- Clinical Practice Issues
- Clinical Trials – Phase I Clinical Trials – Ovary/FP/PPC/Breast, Phase II/III
- Clinical Trials - Cervix Phase II/III
- Clinical Trials – Endometrial/Sarcoma, Phase II/III
- Endometrial Cancer
- Public Health/Epidemiology Hereditary Cancers & The Role Of Genetics
- Ovarian/FP/PPC
- Surgical Techniques/ Robotics/Minimally Invasive Surgery
- Supportive Care
- Quality of Life
- GTD/Vulvar & Vaginal Cancers/Rare Tumors/Sarcomas
- Surgical Films
- Translational Research/Basic Science

Background/Objectives, Disease/Procedure, Outcomes, and Conclusions must be clearly identified within the submission.

Individuals with Global Session submissions selected for presentation will be asked to postpone publication of their manuscript in any journal until the conclusion of the Annual Meeting.

Expenses associated with the submission and presentation of a Global Session submissions are the responsibility of the presenter, and are not reimbursed or covered by the Society of Gynecologic Oncology.

There is a 2,000 character count limit for all submissions. This does not include your title, author string, allotted tables or graphs or spaces.

**General Submission Regulations**

1. Membership in SGO is not required for any presenting author or co-author noted on the submission. Author disclosure for the presenting author must be declared at the time of abstract submission. If the presenting author is employed by a company as defined by the CMSS Code for Interactions with
Companies, an alternate presenter who does not have a relevant employment relationship must be named if the abstract is accepted.

2. Submitted abstracts must represent new, unpublished scientific data at the time of presentation.

3. Submission of an Abstract or Surgical Film constitutes a commitment by the author(s) to present it if accepted.

4. Please write your text in proper English (American or British usage is accepted, but not a mixture of these). Use decimal points (not commas). Please carefully check your spelling.

5. An Abstract or Surgical Film must have a title that indicates the nature of the investigation. Use sentence case and capitalize the first word in the title only.

Example: The current clinical use of HPV genotyping

6. Do not use abbreviations in the title of the abstract, with the exception of DNA, RNA, and HPV.

Standard abbreviations may be used without definition in the text. Nonstandard abbreviations (kept to a minimum) must be placed in parentheses after the first use of the word or phrase abbreviated.

7. A maximum of nine (9) co-authors, in addition to the primary author, are allowed per submission.

8. Author names should be written in full. Please only include the primary degree for each author (for example, MD, PhD).

   If an author's name appears on more than one abstract, it must be identical on each abstract.
   Do not include authors' names in the body of the abstract.

9. Within the title and text of the abstract, omit any reference to your institution to ensure proper, blinded review.

10. Use generic drug names and International Systems Units. Trade names should not be used.

11. Upon acceptance to present from both SGO and the presenting author, the author string and title of all accepted abstracts and Global Session submissions may be published online or in SGO marketing materials.

12. All PDF presentations from all sessions may be available to Annual Meeting on Women’s Cancer® attendees for up to two weeks following the conclusion of the meeting through the Annual Meeting App and/or SGO website.

Abstract Submission Regulations

1. Each Abstract Submission must clearly identify the following:

   **Objectives**: an introductory sentence indicating the purpose of the study
Methods: a brief description of pertinent experimental procedures, including statistical evaluation where appropriate

Results: a summary of the NEW, UNPUBLISHED DATA

Conclusions: a statement of the conclusions

Please note: The character count limit of 2,000 does not include your abstract title or author string, allotted table or graph, or spaces.

2. Each Abstract Submission is limited to one (1) table OR graph.

3. Specific instructions on uploading your submission are included within the submission site. For technical support, please contact sgo@confex.com or +1 (401) 334-0220.

Surgical Film Submission Regulations
1. Peer-reviewed surgical films selected to the 2016 Annual Meeting program will be featured in any of the educational sessions.

2. Surgical Film submissions will be evaluated based on educational content and audio/visual quality. All films must also meet the following requirements:
   i. Films must be uploaded to the submission site for consideration by providing a dropbox link for download.
   ii. Films cannot exceed 10 minutes in duration.
   iii. Films must include sound.
   iv. Films must be at regular speed.
   v. Films must be submitted in .AVI or .MOV formats.
   vi. Films must be free of commercial or product bias.

3. The maximum file size available for upload is 200 MB; larger files will not upload completely and therefore, will not be considered for presentation. Please contact education@sgo.org if your file size exceeds 200MB.

4. If your surgical film is accepted for presentation at the Annual Meeting, you may be required to attend the session to orally introduce your film. Submitters may access their submissions by logging in to their online ready room any time until the submission deadline. If you have questions feel free to contact Technical Support at +1 (401) 334-0220 or email sgo@confex.com.

Global Session Submissions
1. Each Global Session submission must clearly identify the following:

   Background/Objectives: an introductory sentence indicating the purpose of the study

   Disease/Procedure: a brief description of pertinent procedures, including statistical evaluation where appropriate

   Outcomes: a summary of the NEW, UNPUBLISHED DATA
Conclusions: a statement of the conclusions

Please note: The character count limit of 2,000 does not include your abstract title or author string, allotted table or graph, or spaces.

2. Each Global Session submission is limited to one (1) table OR graph.

3. Specific instructions on uploading your submission are included within the submission site. For technical support, please contact sgo@confex.com or +1 (401) 334-0220.

Onsite Regulations

1. Unauthorized recordings of sessions by means of audio tapes, video, or still photography requiring flash devices, special lighting, or bulky equipment are prohibited. The SGO reserves the right to all video and/or audio recordings of presentations at The Annual Meeting on Women’s Cancer®.

2. Expenses associated with the submission and presentation of an abstract, surgical film Global Session submission are the responsibility of the presenter, and are not reimbursed or covered by the Society of Gynecologic Oncology.

3. SGO Reserves the right to reject abstracts at any time if the aforementioned rules are not followed.