

SGO Allied Health Professionals Meeting

Abstract Submission Guidelines

Abstract Submission constitutes a commitment to register for and attend the SGO Allied Health Professionals Meeting to display the abstract poster, if accepted. Presenting Authors must be registered by September 4. *Those with abstracts accepted as posters are required to be available near their poster during designated breaks to “present” by engaging with attendees and fielding any questions.*

Submitting Authors must:

1. Be a current Advanced Practice Provider (APP).
2. Have substantially contributed to the work.
3. Disclose if the **abstract** has been previously presented at a national or international meeting. If so, the abstract is ineligible; presentation at regional meetings is allowed.
4. Disclose if any of the **data** in this abstract has been previously presented or published (ex: abstract submitted is an update on previously presented research).
 - If part of the work has been previously published, Author must declare that the work being submitted contains substantial new or different data.
5. Include the NCT# for reports on clinical trials, if applicable.
6. Identify the Presenting Author, who agrees to attend and present the abstract. The Presenting Author must be a current Advanced Practice Provider (APP).
7. Presenting Author must complete a Disclosure before the submission deadline for the abstract to be considered.

Abstract submissions must clearly identify the following:

1. Title: indicate the nature of the investigation. EX: “Current Clinical HPV Genotyping”
2. Objective(s): an introductory sentence indicating the purpose of the study
3. Methods: a brief description of pertinent experimental procedures, including statistical evaluation where appropriate
4. Results: a summary of the data
5. Conclusions: a statement of the conclusions
6. Character count limit: 3,000 (does not include title, authors, tables/graphs)

The abstract title and abstract should **omit**:

1. Any references of institution, to ensure a blind review, as well as trade names.

Disclosure, Commercial Interests, Copyright, and Embargo Rules

Disclosure Rules

- Presenters are required to provide disclosure of relationships with commercial interests.
- Presenters are required to provide a balanced view of therapeutic options.

Abstracts Sponsored by Commercial Interests

- An **ineligible company** is any entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. For specific examples of ineligible companies visit accme.org/standards.
- Examples of **financial relationships** include employee, researcher, consultant, advisor, speaker, independent contractor (including contracted research), royalties or patent beneficiary, executive role, and ownership interest. Individual stocks and stock options should be disclosed; diversified mutual funds do not need to be disclosed. Research funding from ineligible companies should be disclosed by the principal, even if that individual's institution receives the research grant and manages the funds.
- Presenters will not accept any honoraria, payments, or reimbursements directly from a commercial interest for participation in this activity.
- Presenters must NOT have a relevant/specific ownership interest, i.e., owner, founder, partner, etc., in the scientific content in the abstract. If a conflict exists, the abstract must be presented by a co-author with no relevant ownership interests.
- If the presenting author is employed by an ineligible company, an alternate presenter must be named.

Copyright Policy and Presentation Use

Submission of an abstract constitutes agreement by the author and presenter to the following policy:

- SGO will own the copyright for the audio/visual recording of oral presentations, slide decks, and/or digital ePosters, once presented at the meeting, which may be packaged/sold at SGO's sole discretion. Please contact education@sgo.org to obtain written permission to use these assets outside of the context of the SGO Allied Meeting.
- Presentations will be available online through the SGO Meeting Event Platform for 60 days following the meeting. Selected content will be uploaded to the SGO ConnectEd platform after the meeting concludes.
- Exceptions may apply where:
 - One or more authors are employees of the United States federal government acting within the scope of their official duties;
 - Applicable law prohibits copyright transfer; or
 - Institutional or funding agency requirements mandate alternative copyright arrangements approved in writing by SGO.

Author Rights and Permitted Reuse

Subject to acknowledgment of SGO copyright ownership, authors retain the nonexclusive right to:

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- Authors are encouraged to link to the official SGO publication or meeting abstract page when feasible.
- Any permitted reuse must include the following acknowledgment: © Society of Gynecologic Oncology (Year). Reproduced with permission.

Embargo Rules

Abstracts submitted to the SGO Allied Meeting are confidential and embargoed until after they have been presented at the meeting. For data previously presented or published under an exemption, the Policy applies to new or updated data in the abstract. SGO requires all abstract authors and news media to abide by the following embargo times for reporting on oral and poster presentations:

- Session titles, times, and author names are embargoed until made publicly available by SGO.
- For poster presentations, the embargo lifts at 8am ET on the first day of the meeting.
- For oral presentations, the embargo lifts at 8am ET on the day of the scheduled presentation.
- Full abstracts may be made available to approved news media, upon individual request in advance of the meeting, provided they agree to abide by the embargo policy and approval by SGO.

Use of Artificial Intelligence (AI) in Abstract Preparation

SGO permits the limited use of artificial intelligence (AI) tools in the preparation of abstracts. Authors are expected to prepare original scientific content themselves. AI tools may be used to assist with language refinement, grammar, syntax, or organizational clarity. All data must derive from legitimate research and not be fabricated, manipulated, or generated by AI.

Plagiarism Policy

By submitting an abstract, you are attesting that it is free from plagiarism, as defined by:

- Direct: Intentionally submitting another person's words or ideas verbatim as one's own.
- Self-plagiarism: Submitting work that has been previously published or presented.
- Mosaic plagiarism: Stringing together portions of text from other sources; and
- Lack of attribution: Failing to appropriately identify and cite sources for language or ideas that are incorporated.

Screening process: SGO screens all abstracts using anti-plagiarism software. Abstracts identified as having high levels of potentially plagiarized content will be evaluated by SGO staff and appropriate actions taken.