**GENERAL POSTER SESSION**

**FREQUENTLY ASKED QUESTIONS (FAQs)**

**Call for Abstracts:** July 13, 2022

**Submission Due Date:** Wednesday, November 9, 2022, 11:59 PM Eastern Time

**Abstract Decision Notification:** Mid-December 2022

**Poster Session Dates:** Friday, March 31, 2023 – Saturday, April 1, 2023 (Planned Oral Poster Presentation Session Date and Time TBD)

**2023 NCCN Annual Conference:** Friday, March 31, 2023 – Sunday, April 2, 2023

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**HEALTH AND SAFETY UPDATE**

NCCN remains committed to lessening the transmission risk of COVID-19. We continue to follow the guidelines and recommendations provided by the Centers for Disease Control and Prevention, as well as local and state health agencies, related to conducting live meetings and events. Information provided by these agencies could result in modifications, restrictions, or even the cancellation of events. At this time, NCCN is planning to conduct the annual conference in a hybrid format (both in-person and virtually) on March 31 – April 2, 2023, at the Orlando World Center Marriott in Orlando, Florida. Should plans change, we will make every effort to communicate updated information as quickly and efficiently as possible.

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**GENERAL ABSTRACT INFORMATION**

**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, nurses, advanced practice clinicians, allied health professionals, 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 (including equity and disparities)
  - 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. Please use Title Case when submitting the title of your abstract.

**Is there a character limit for the abstract?**

- Yes, there is a strict limit of 2,500 characters which includes spaces and punctuation. However, the title of the abstract and the author names and affiliations are not included in the character count.

**Can I upload a separate table or figure to accompany the abstract?**

- Only one (1) table or figure may be included as an attachment and does not count toward the character limit. Your abstract will be sent back to you for correction if you include more than one of these elements.

**Can I submit an abstract if I presented it at another poster session (any presentation, including in poster format, at a different conference) 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, presentation, including in poster format, at another conference, or publication 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 and literature reviews will be considered. Please note the following:
  - All case studies must include pertinent information relating to the objective, presentation, management, and outcome of the case for consideration.
  - Literature reviews must show clear understanding of the topic as well as the overall relationship between the literature reviewed and the topic/thesis statement.

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 to JNCCNEM will be sent in the submission confirmation email from NCCN. Note: The submitting author is automatically designated the Corresponding Author and will receive all system notifications.
- Begin the process of submitting the NCCN Annual Conference Abstract:
  - Complete the Confidential Disclosure and Copyright Permission Forms:
    - Confirm that all co-authors 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 co-authors.
    - Agree to transfer copyright to NCCN. The Primary Author will agree on behalf of all co-authors.
  - 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, presentation at a conference, or publication in a journal.
  - Confirm that only one (1) table or figure will be included in your submission.
  - Provide information for each co-author, including their full name, academic degree(s),
affiliation(s), and email address.
  o Review all entered information for accuracy and completeness. **Note: If your abstract is accepted, all information will be published in JNCCN exactly as it was entered into JNCCNEM (no copyediting will occur).**

- If accepted, arrange personal transportation, register for the annual conference, and request lodging, if needed.
- Create and send an electronic version of the final poster to abstracts@nccn.org.
- Record a brief video poster presentation for the online platform.
- Present the abstract in poster form and be physically present during assigned times of the General Poster Session (presentation time slots will be assigned for either Friday, March 31, 2023, or Saturday, April 1, 2023).
- Please note that some of the above responsibilities may be transferred to the Corresponding Author, if different from the Primary Author. However, the Corresponding Author will receive all email correspondence relating to abstract/poster submission, selection, and presentation.

**On how many posters can I serve as a Primary Author?**

- Primary Authors may only serve as first authors on up to two abstracts, but may be co-authors on an unlimited number of other abstract submissions.

**Can someone else present my poster for me?**

- Yes; however, the presenter must be listed as a co-author on the abstract/poster.

**Can I present more than one poster at the conference?**

- Yes, posters will be assigned to be presented at a poster session on either Friday, March 31, 2023 or Saturday, April 1, 2023. Please note that each presenter may only present one poster per session. If you wish to present two posters, you will need to be present on both days of the Annual Conference and present one poster each day.

### SUBMISSION PROCESS

**How do I register to submit an abstract?**

- You must apply online at [https://cvent.me/lE8ROg](https://cvent.me/lE8ROg) and submit your abstract and the Confidential Disclosure and Copyright Permission Forms electronically through JNCCNEM.

**How do I submit more than one abstract?**

- Enter the quantity of abstracts that you wish to submit when you apply online at [https://cvent.me/lE8ROg](https://cvent.me/lE8ROg). **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 email 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. Note: The submitting author is automatically designated the Corresponding Author and will receive all system notifications.

- Complete all fields within JNCCNEM.
- Complete and upload the Confidential Disclosure and Copyright Permission Forms. If you are submitting more than one abstract, separate forms must be uploaded for each submission.
- Upload a maximum of one table or figure, if applicable. Note that the abstract will be returned to the Corresponding Author for correction if more than one of these elements is included.
- Review and approve your completed abstract submission within JNCCNEM by Wednesday, November 9, 2022, 11:59 PM Eastern Time

Does the corresponding author need to be the primary author?

- No, the Corresponding Author is the individual who sets up the account and enters the abstract in JNCCNEM. Please note that all notifications sent through JNCCNEM will be sent to the Corresponding Author. Please contact abstracts@nccn.org if you need to change author designation.

Can I complete on my abstract submission over time, saving my work as I go?

- Yes, you can sign in and continue editing the abstract over time by clicking “Save & Submit Later” as you work. Once your submission is final and ready to be submitted, click “Build PDF for Approval.” You will receive a confirmation email allowing you to review the final PDF of your submission and make any necessary edits before approving it. Once you approve the final PDF, no further changes are possible in JNCCNEM as your submission has been sent to the Editorial Office. Please note that the submission is due in its final form by Wednesday, November 9, 2022, 11:59 PM Eastern Time in order to be considered for presentation at the 2023 General Poster Session.

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 continue editing the abstract and adding documents to your submission as you collect them by clicking “Save & Submit Later” as you work. Please note that all documents are due in their final form by the abstract submission due date of Wednesday, November 9, 2022, 11:59 PM Eastern Time in order to be considered for presentation at the 2023 General Poster Session.

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

- Yes, if you have clicked “Save & Submit Later” during your abstract entry process in JNCCNEM, you may make changes and additions/deletions, as needed, prior to approving the final version. These changes can be made up until the abstract submission due date on Wednesday, November 9, 2022, 11:59 PM Eastern Time.

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 and/or ad blocker on your computer is turned off so the JNCNN window can appear. If you continue to experience technical difficulties, 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 and degrees of co-authors, and information is correct at time of submission (no copyediting will occur).

Can I withdraw my abstract/poster if approved for presentation?

- Yes, you may withdraw your abstract/poster anytime up to Wednesday, March 1, 2023. Please note that, once withdrawn, your abstract will not be published online, or in print, by JNCCN.

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, travel, and lodging costs.

Abstract Review 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 email regarding their abstract review status in mid-December 2022.
Poster Size, Format, Logistics:

*What is the size requirement for the poster?*

- There is not a minimum required size. However, your poster must not be any larger than 40 inches high and 86 inches wide (102 cm high by 218 cm wide).

*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?*

- Standard cork-sided poster frames will be arranged; posters will be secured to the board using tacks (provided on-site). The names of the primary authors will be displayed to indicate where posters should be hung. Posters must be hung by the author; NCCN will not hang posters.

*Can I ship my poster to the venue prior to my scheduled Poster Session?*

- Yes, you may ship your poster directly to the Orlando World Center Marriott. Please note that you will need to address it to yourself as a guest of the hotel in order to receive it. Please reach out to the hotel directly for further instructions.

Scheduled session time slots:

*When do I have to be physically present during the conference to present my poster?*

- Designated time slots for the General Poster Session will be provided in your acceptance letter. You will be required to present your poster during time slots on **EITHER** Friday, March 31, 2023, or Saturday, April 1, 2023.

Posters:

*Do I need to submit an electronic copy of my poster to NCCN?*

- Yes, an electronic version must be emailed to abstracts@nccn.org by **Friday, March 3, 2023**. The electronic version of the poster will be available on NCCN virtual conference platform. A link to the platform will be sent to all conference registrants prior to the conference. 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. Any posters left on display past their assigned time slots will be discarded.
What happens to my poster after the poster session is over?

- You **must** remove and take your poster with you after the poster session. Any posters left on display past their assigned time slots will be discarded.

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 Friday, March 31, 2023. 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, presentation at a conference, or publication in a journal.

Video Poster Presentations:

Do I need to provide a video poster presentation if I am presenting in person at the conference?

- Yes, all presenters must upload a brief 3- to 5-minute video to increase the exposure of your poster. Videos are easy to create and submit directly onto our dedicated site. A link will be sent to you with clear and easy instructions prior to the conference.

TOP 5 ABSTRACTS – ORAL POSTER PRESENTATION SESSION

In addition to the poster presentation, 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 Oral Poster Presentation Session (date and time TBD). In addition, the authors of the Top 5 abstracts will receive the following:

- Special recognition in the Exhibition Guide and Virtual Conference Platform
- Blue ribbon designation

The authors of the Top 5 Posters will be notified via email in late-December 2022. **Due to CE requirements, industry poster submissions will not be eligible for oral presentation.**

NEW FOR 2023 – GUIDED POSTER TOURS

A ‘Follow the Expert’ guided poster tour will be conducted on Friday, March 31, 2023, and Saturday, April 1, 2023 (times TBD). Please join one of our renowned Oncology experts as they highlight some of the research that is being presented during each of the Poster Sessions.
Lodging:

Can I reserve a room at the Orlando World Center Marriott at a discount?

- Yes, once registration is open for the NCCN 2023 Annual Conference, discounted room rates will be available at the Orlando World Center Marriott as part of the NCCN Annual Conference Room Block. Information regarding room rates will be posted on the NCCN website www.nccn.org as available.

NCCN Contacts:

Whom can I contact if I need help registering for the 2023 NCCN Annual Conference?

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

Whom can I contact if I have any questions about abstract submission or the General Poster Session?

- 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.