# Regular, Young Investigator Award and Late-Breaking Abstract Reference Guide

**sitc** **2023**
*San Diego*
Nov. 1–5



## 38th Annual Meeting and Pre-Conference Programs

*Advance the science, discover breakthroughs and educate the world on cancer immunotherapy.*

**NOV. 1– 5, 2023 • SAN DIEGO CONVENTION CENTER**

**sitc**

Society for Immunotherapy of Cancer

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# SITC Annual Meeting Overview

The **Society for Immunotherapy of Cancer's (SITC)** 38th Annual Meeting provides a multidisciplinary educational and interactive environment focused on improving outcomes for current and future patients with cancer by incorporating strategies based on basic and applied cancer immunotherapy. As the largest annual conference solely dedicated to cancer immunotherapy, submitting an abstract provides the opportunity to share the latest research with thousands of colleagues and leaders in the field.
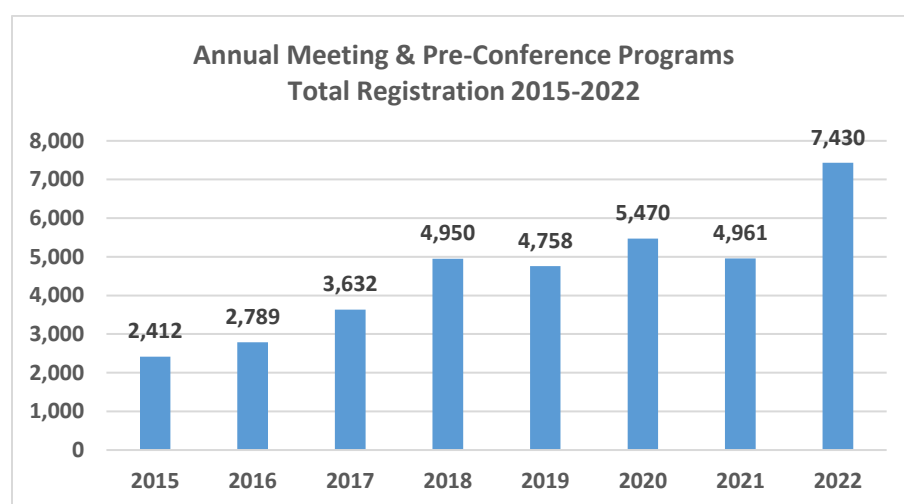
## SITC Annual Meeting Audience

The SITC Annual Meeting audience includes U.S. and international researchers, regulators and healthcare professionals involved in cancer research and clinical care. This includes, but is not limited to basic, translational and clinical researchers; postdoctoral fellows; oncologists; registered nurses; nurse practitioners; pharmacists; payers; and other allied health professionals.

## Reasons to Submit Your Abstract to the SITC Annual Meeting

- Free submission for members and nonmembers.
- Young Investigator Awards are offered in conjunction with regular abstract submission for eligible individuals.
- All accepted abstracts will be published as a supplement in the *Journal for ImmunoTherapy of Cancer (JITC)*, the society's global, open access, peer-reviewed journal.
- Oral presentation opportunities are available on topics spanning the entire field.
- The opportunity to present and discuss your research with luminaries in the immunotherapy field.

## SITC Annual Meeting by the Numbers



Annual Meeting & Pre-Conference Programs
Total Registration 2015-2022

## Number of Abstracts Submitted
## 2015-2022

| Year | Abstracts |
|------|-----------|
| 2015 | 478 |
| 2016 | 492 |
| 2017 | 593 |
| 2018 | 795 |
| 2019 | 954 |
| 2020 | 891 |
| 2021 | 997 |
| 2022 | 1,509 |

## Oral Abstract Presentations
## 2015-2022

| Year | Presentations |
|------|---------------|
| 2015 | 20 |
| 2016 | 25 |
| 2017 | 43 |
| 2018 | 60 |
| 2019 | 89 |
| 2020 | 61 |
| 2021 | 62 |
| 2022 | 79 |

Annual Meeting Overview
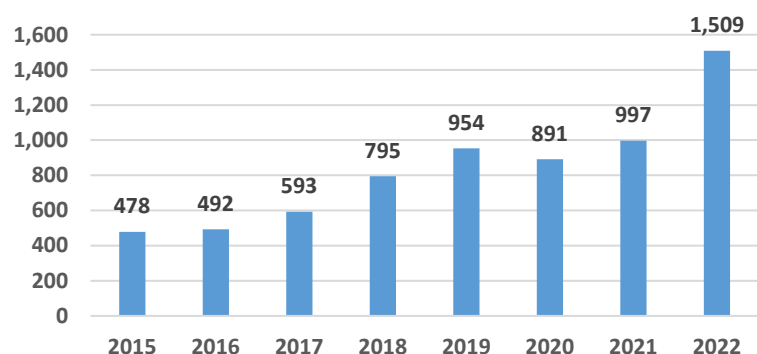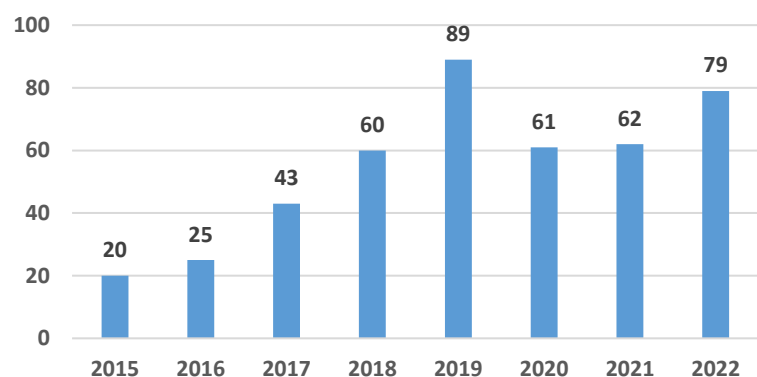
# Abstract Submission Information

## Submitting an Abstract

To submit a regular, Young Investigator Award or late-breaking abstract, please click on the corresponding link, below:

- [Regular Abstract and Young Investigator Award Submission Site](#)
- [Late-Breaking Abstract Submission Site](#)

## Abstract Submission Deadlines

**April 19, 2023 – June 27, 2023, 5 p.m. PDT:** Submission period for regular abstracts and Young Investigator Award abstracts.

**July 10, 2023 – Sept. 6, 2023 at 5 p.m. PDT:** Submission period for late-breaking abstracts.

## Abstract Types

Three types of abstracts will be accepted for submission to the SITC Annual Meeting.

### Regular Abstract

Submit your latest research in the cancer immunotherapy field to the 38th Annual Meeting to be considered as an oral abstract presentation, rapid oral abstract presentation and/or poster abstract presentation.

### Late-Breaking Abstract

Late-breaking abstract (LBA) submission is solely for abstracts with late-breaking data and not for abstracts submitted "late". The late-breaking abstract deadline is not intended to be an extension of the general submission deadline.

Applications will no longer be required to submit a late-breaking abstract. The late-breaking abstract submission period is July 10, 2023 – September 6, 2023 at 5 p.m. PDT. **If a late-breaking abstract is not accepted, it will not be published or presented at the meeting. There is no longer an option for it to be considered as a regular abstract.**

Late-breaking abstracts are considered for, but not limited to, oral abstract presentations during the Late-Breaking Abstract Sessions from 11:45 a.m.–12:15 p.m. on Friday, Nov. 3, 2023 and 11:25–11:55 a.m. on Saturday, Nov. 4, 2023.

For more information about the criteria and eligibility for late-breaking abstracts, please see page 15.

### Young Investigator Award Abstract

Regular abstracts with primary and presenting authors that are students, postdoctoral research fellows, clinical fellows, or junior faculty with three or fewer years on staff and are current SITC members may be eligible to receive a Young Investigator Award. Young Investigator Award abstracts require a letter of recommendation as well as additional information regarding the percentage of contribution by the primary and presenting author.

An invitation will be sent to those selected for the Presidential Travel Award to give an oral abstract presentation during the Presidential Session from 1:25–2:50 p.m. on Saturday, Nov. 4, 2023.

For more information about the Young Investigator Award abstracts as well as the criteria and eligibility, please see page 16.

## Selection Criteria

Abstract reviewers consider a number of variables in rating the abstracts for selection for awards and oral presentation. General considerations include quality of the research and presentation, the strength of the results and methods and whether the reported research significantly advances the field.

Quality of Research and Presentation of Results
- Overall quality of the research as described in the abstract is high
- Reported results are novel and scientifically important
- Results are presented clearly

Methods and Results
- Abstract includes clear description of reliable methodology and models
- Abstract includes specific results and data on sample size, endpoints and outcomes, with statistical analysis demonstrating significance of findings

Research Advances the Field
- Abstract includes concise description of the implications of the research to advance basic scientific understanding, translation and/or clinical application of cancer immunotherapy

For more information about the review and selection process for abstracts, please see page 22.

## Publications

Accepted regular and late-breaking abstracts will be published in the *Journal for ImmunoTherapy of Cancer* (*JITC*) as a supplement. Full abstracts will also be available on the Annual Meeting website and app. For publication dates, please see the SITC Embargo & Release Information Policy on page 28.

In addition to publishing the abstracts, all abstract submitters are also encouraged to submit a manuscript to *JITC* for consideration for article publication. For more information about submitting a manuscript to *JITC*, please visit JITC.biomedcentral.com.

## Questions

The rest of this guide highlights important information, criteria, guidelines, policies and instructions for using the abstract submission site. More information can be also be found at www.sitcancer.org/2023. For any other questions regarding abstract submission, please contact education@sitcancer.org or +1 414 271 2456.

# Important Abstract Dates

| | |
|---|---|
| April 19, 2023 | Regular and Young Investigator Award abstracts submission site opens |
| **June 27, 2023** | **Regular and Young Investigator Award abstracts submission sites close at 5 p.m. PDT** |
| July 10, 2023 | Late-Breaking abstract submission site opens |
| **Sept. 6, 2023** | **Late-breaking abstract submission site closes at 5 p.m. PDT** |
| July 31, 2023 | Regular and Young Investigator Award abstract notifications sent |
| Aug. 7, 2023 | Regular and Young Investigator Award abstract presentation acceptance confirmations due<br>Deadline for regular and Young Investigator Award abstract withdraws and changes |
| Sept. 22, 2023 | Late-breaking abstract notifications sent |
| Sept. 29, 2023 | Late-breaking abstract presentation acceptance confirmations due<br>Late-breaking abstract withdraws and changes due |
| Sept. 27, 2023 | Regular and Young Investigator Award abstract title and author information released at 9 a.m. EDT |
| Oct. 25, 2023 | Late-breaking abstract title and author information released at 9 a.m. EDT |
| **Oct. 31, 2023** | Regular, Young Investigator Award abstract and late-breaking abstracts preprint versions of supplement published in the *Journal for ImmunoTherapy of Cancer* (*JITC*)<br><br>**Embargo lifted and full regular, Young Investigator Award and late-breaking abstracts made public at 6 a.m. PDT/9 a.m. EDT** |
| Nov. 1-5, 2023 | 38th Annual Meeting & Pre-Conference Programs |
| Dec., 2023 | Regular, Young Investigator Award and late-breaking abstract final supplement published in *JITC* |

*\*A Conflict of Interest Disclosure form for the presenting author of the abstract must be submitted by the applicable submission deadline. Please see page 15 for more information about the COI for presenting authors.*

# Abstract Guidelines

## Submission Guidelines

Below are the guidelines for your abstract submission. The submitting author is responsible for assuring that the abstract adheres to these.

### General Requirements

- Type the text unjustified without hyphenating words at line breaks.
- Use single line spacing. Use hard returns only to end headings and paragraphs.
- Abbreviations should be used as sparingly as possible and should be defined when first used.
- All abstracts must be in English. Spelling within any one abstract should be US English or UK English, but not a mixture.
- In most cases, Greek letters and other special characters will transfer from your word processing software via copy and paste functions. If you are unable to reproduce a particular special character, type out the name of the symbol in full.
- SI units should be used throughout (liter and molar are permitted, however.)

### Title

The title must be entered exactly as it should appear and should be in sentence case. Do not put the title in quotes, underline it or use punctuation. The title can be a maximum of 200 characters, including spaces.

Example: Novel pharmacologic approach to enhance the epigenetic and immune priming effect of decitabine in patients with advanced non-small cell lung cancer

### Presentation Type

Abstracts can be considered for "Oral or Poster" OR "Poster ONLY." Those who select "Poster ONLY" will not be considered for oral presentation within SITC's Annual Meeting. Selecting "Oral or Poster" will allow you to be considered for oral presentation within the Annual Meeting and/or poster presentation.

### Clinical Trial Question

Abstract submitters must answer whether the abstract being submitted is based on a clinical trial and will be presenting clinical data. If the abstract being submitted is a clinical trial abstract, please mark whether it is an in progress or a completed clinical trial. For more information about what is considered a clinical trial in progress, see page 17. If the abstract will incorporate basic or pre-clinical research, please mark that it is not a clinical trial abstract. Please note, the response to this question will determine which abstract categories you see.

To assist with SITC's commitment to improve diversity and inclusion in clinical trials, clinical trial abstract submitters will be asked to complete the Inclusion Enrollment Report data table, which follows the NIH data template. This data will not be shared with abstract reviewers and will not be included in the publication of accepted abstracts. The data will only be accessible to SITC staff and will only be reported in aggregate. Presenters for abstracts that are accepted for a poster or oral presentation are encouraged

to include this data in the presentation if applicable. Thank you for helping SITC monitor the landscape of diversity in clinical trial enrollment.

## Abstract Category

All abstract submitters will be asked to indicate the primary category and subcategory with which the abstract most closely aligns. This primary selection will aid the abstract reviewers in placing the abstract into the most appropriate session, if accepted for oral presentation. Accepted abstracts are also listed according to the primary category and subcategory selected within the SITC 2023 website, mobile app, the *JITC* supplement and the poster hall.

Should the submitter believe more than one category is applicable, they can select a secondary category and subcategory. The secondary category and subcategory will only be used to aid the abstract reviewers in placing the abstract into the most appropriate session, if accepted for oral presentation. The secondary category and subcategory **WILL NOT** be used for the abstract listing in publications or placement in the Poster Hall.

## Keywords

All abstract submitters will be asked to indicate keywords for their abstract. Keywords are included in the SITC 2023 website and mobile app to assist attendees in searching for abstracts. Up to 10 keywords can be selected. The following is the list of keywords:

- Adoptive immunotherapy
- Angiogenesis
- Antibody
- Antigen presenting cells
- Autoimmunity
- B cell
- Bioinformatics
- Biomarkers
- Bispecifics
- CAR T cells
- Carcinogenesis
- Checkpoint blockade
- Chemokine
- Chemotherapy
- Clinical study
- Clinical trial
- Coinhibition
- Costimulation
- COVID and Immunotherapy
- Cytokine
- Dendritic cell
- Epidemiology
- Epigenetics

- Immune tolerance
- Immune toxicity
- Inflammation
- Leukemia/lymphoma
- Monocyte/macrophage
- Myeloid cells
- MDSC
- Metabolism
- Microbiome
- Neoantigens
- NK/NKT cell
- Pediatric tumors
- Post-translational modifications
- Proteomics
- Radiotherapy
- Regulatory T cell (Treg cell)
- RNA
- Stem cell/cancer-initiating cell
- Solid tumors
- Surfaceome
- Surgery
- Systems biology
- T cell

- Extracellular vesicles/exosomes
- Gene expression
- Genetic polymorphism
- Glycoproteomics
- Granulocyte
- Immune adjuvant
- Immune contexture
- Immune monitoring
- Immune suppression
- T cell lineages
- Targeted therapy
- Tumor infiltrating lymphocytes (TILs)
- TLR
- Tumor antigens
- Tumor evasion
- Tumor microenvironment
- Tumor stroma
- Vaccine

## Abstract Structure

The following is included in the abstract body and must not exceed 400 words total.
- *Background*
- *Methods*
- *Results\**
- *Conclusions\**

\* For Clinical Trials in Progress, if results and conclusion are not applicable these can be left blank.

In addition to the abstract body, you should include the following information if applicable:
- *Acknowledgements*: Brief acknowledgements may be included.
- *Trial Registration*: If applicable, abstracts related to randomized controlled clinical trials (RCTs) should include the trial registry along with the unique identifying number. Trial registers that currently meet the publisher's requirements can be found at http://www.icmje.org/about-icmje/faqs/clinical-trials-registration/.
- *References*: Citations to references should be included in square brackets [1,2]. All references need corresponding citations in the text, and vice versa.

  Journal abbreviations should follow MEDLINE standards. References should be laid out at the end of the abstract. Example:

  1. Lastname A, Lastname B, Lastname C. Title of journal article. Journal Medline abbreviation. Year; Volume:first page-last page.
  2. Chomczynski P, Sacchi N, Single-step method of RNA isoloation by acid guanidinium thiocyanate-phernol-chloroform extraction. Anal Biochem. 1987;162:156-159.

  Web links (URLs) should be provided in full, including both the title of the site and the URL, in the following format:
  Mouse Tumor Biology Database
  [http://tumor.informatics.jax.org/cancer_links.html]
- *Ethics Approval:* If the abstract discusses studies involving human subjects, human material, or human data, or involving animals, an ethics statement should be included: "This study was approved by XYZ institution's Ethics Board; approval number 12345." The committee and approval number should come from whomever reviewed and approved the use of the data. The ethics statement must cover all patients in the study even at multiple institutions

- *Consent*: If applicable, for abstracts containing sensitive or identifiable information, written consent to publish must be obtained from the study participant(s) by authors. In these cases authors should include a 'consent' section in their abstract and we recommend using the following wording: "Written informed consent was obtained from the patient for publication of this abstract and any accompanying images. A copy of the written consent is available for review by the Editor of this journal."

## Authors and Institutions

- All authors and contact information must be listed in the correct order. The order in which authors will be listed in the author block of all publications including online and the *JITC* supplement is the order that they are entered.
- Each author MUST indicate at least one institution affiliation. Affiliations should include Department, University, Town, State, USA **OR** Institution, Town, Country, for example:

    [1]Pathology Department, New York School of Medicine, New York, NY, USA
    [2]Roche Innovation Center Penzberg, Penzberg, Germany

- Your submission needs to have a <u>minimum</u> of:
    - o 1 Corresponding Author
    - o 1 Presenting Author
    - o 1 Primary Author
- The presenting author will need to complete a Conflicts of Interest Disclosure Form. Once the abstract is submitted, the presenting author will be sent an email confirmation to complete the form.
- If you are submitting the abstract but ARE NOT an author, please select "Submitter" as your role. Those with "Submitter" as their role *will not* be included in the abstract author list.
- There is no limit to the number of authors you can include.
- The author submitting an abstract to the SITC 38th Annual Meeting must agree to the following:
    - o Serve as the contact for all correspondence about the abstract and inform co-authors about its status.
    - o Confirm all authors are aware of and agree to the content and data presented in the abstract.
    - o Verify the abstract has not been published prior to the SITC 38th Annual Meeting, or if previously published, contains significant new data.
    - o Agree that the full regular and late-breaking abstract content submitted to the SITC 38th Annual Meeting will be embargoed until 9 a.m. EDT on Oct. 31, 2023.
    - o Agree to release of the regular and late-breaking abstract titles and authors prior to the SITC Abstract Embargo & Release date and time of 9 a.m. EDT on Oct. 31, 2023. Regular abstract titles and authors will be released on Sept. 27, 2023, and late-breaking abstract titles and authors will be released on Oct. 25, 2023.
    - o Agree to follow all guidelines and policies set forth by SITC.
    - o Agree that, if accepted, the presenting author or a co-author noted will present the abstract at the 38th Annual Meeting. For more information, please see page 24.

## Tables, Figures and Images

- Tables, figures and images need to be numbered (ie: Table 1, Figure 1, or Image 1) in the title field with a caption.
- The title and caption (optional) should be included in the uploaded file and are not include in the total abstract word count.
- The background, methods, results and conclusions are the only fields included in the word count. The fields that are no longer in the word count include the acknowledgements, trial resignation, references, ethics approval and the consent.
- All figures, tables, and images need corresponding citations in the text, and vice versa. Citations to any figures (Figure 1), tables (Table 1) or images (Image 1) must be included in round brackets.
- There is not a limit to the number of figures that can be included.
- Figures must be supplied electronically at 300 dpi minimum (600 dpi preferred).
- Do not include figures with embedded hyperlinks.
- The following file types will be accepted: .png, .jpg.

## Formatting Your Font

If you would like to format your font to include italics, bold, or underline, you may do so.

## Additional Fields

Late-Breaking Abstracts: Late-breaking abstracts will need to indicate if it is a clinical or lab-based study and will need to include the following information in their abstract:

- Clinical Study
    - o Closure date of the study
    - o Primary clinical endpoint for analysis
    - o Type of analysis
- Lab-Based Study
    - o Provide an explanation why the experiment(s) could not be completed before the regular abstract submission deadline, June 27, 2023, and needs to be considered for late-breaking submission.

Young Investigator Award (YIA) Abstracts: Presenting authors that qualify for a Young Investigator Award and indicate they would like their abstract to be considered for a Young Investigator Award will need to include the following information in their application:

- Upload a letter of recommendation from a supervisor (.doc, .docx, .pdf).
- Confirm if they are a SITC member.
- Confirm if they are a student, postdoctoral research fellow, clinical fellow, or junior faculty with three or fewer years on staff, and if so which they are.
- Indicate the percentage of contribution by the primary and presenting author in regards to conception and design, collection and assembly, data analysis and interpretation and abstract writing.

Additional Young Investigator Award information can be found on page 16.

## Editing Abstracts

### Before Abstract Submissions Close

#### Regular and Young Investigator Award Abstracts
Before June 27 at 5 p.m. PDT, edits to an abstract can be made in the Abstract Management System.

#### Late-Breaking Abstracts
Before Sept. 6 at 5 p.m. PDT, edits to an abstract can be made in the Abstract Management System.

### Withdrawal and Change Deadlines and Guidelines

#### Regular and Young Investigator Award Abstracts
The deadline for regular and Young Investigator Award abstract withdrawal or to request changes, including presenter changes, is **Aug. 7, 2023**.

#### Late-Breaking Abstracts
The deadline for late-breaking abstract withdrawal or to request changes, including presenter changes, is **Sept. 29, 2023.**

These deadlines are set in place because the abstract information is pulled for publication immediately following these dates and cannot be edited after that. If you would like to withdraw or make a change to your abstract after the submission deadline and before the applicable date above, you must submit your request in writing to education@sitcancer.org. Upon receipt of your request we will make the change, if possible, and send a confirmation once the withdrawal or change has been completed.

### Edits requested after the Withdrawal and Change Deadlines will be evaluated based on the criteria below:

#### Typos
- If the typo relates to the data, impacts the scientific meaning, or has implications to patient care then SITC will make the update
- If the typo is a result of an error on Conference Exchange or SITC staff, SITC will make the update
- If the typo is in an author name, SITC will make the update
- If the typo does not fall into one of the categories above SITC *will not* make the edit

#### Author List
- Changes requested to be approved on a case-by-case basis. Changes would require, at minimum, first author (primary) and last author (corresponding author) and submitting author written approval.

## Abstract Management System Instructions

To submit a regular, Young Investigator Award or late-breaking abstract, please click on the corresponding link, below:

- [Regular Abstract and Young Investigator Award Submission Site](#) (Open Apr. 19 – June 27)
- [Late-Breaking Abstract Submission Site](#) (Open July 10 – Sept. 6)

### Logging In

If you have a SITC CONNECT account, enter your username and password to log in. If you forgot your username and/or password, you can retrieve that information by selecting *click here* in the first bullet point and entering you email address.

### Creating a SITC CONNECT Account

If you do not have a SITC CONNECT account, you can create one by selecting *click here* in the second bullet point, then:

- You will be asked to enter your email address.
- An email will be sent to that address. You will need to click on the link in the email to confirm and set up your account.
- You will be asked to enter information for your account profile and select *continue.*
- You will then need to set up your username and password and select *continue*.
- You will see a confirmation screen that your account has been created and will be asked to log in.

### Creating an Abstract Submission

Once you are logged in, you will be shown the abstract submission home page with important information regarding the submission process.

When you are ready to submit your abstract, select *Begin a Regular Abstract Submission or Begin a Young Investigator Award Submission* at the bottom of the page.

You will be directed to the abstract submission process, which starts with completing the General Data Protection Regulation (GDPR) form.

You will then want to complete the information for your abstract. Certain field are required, which will be indicated when advancing throughout the submission. For questions about the required information, please see the Submission Guidelines starting on page six.

Please be sure to select *Save* at the bottom of each page after adding information to save it and move on to the next page.

### Adding Images

To add an image, you can upload a file by selecting *Choose File* under Upload Image.

A title is required and needs to include whether the object is a table, figure or image and what number it is (ie: Table 1, Figure 1, Image 1). **Your title should be included in your uploaded file.** You can also add a caption below the image, if applicable.

Make sure to click Save at the bottom of the page after uploading your file(s). If you need to delete a file, click *Delete* next to the file.

For additional files, follow the same process as above.

## Authors

### Submitters

When at the Author step of the submission, you will have the option to add an Author or Submitter. If you are not an author on the abstract, select Submitter role, which means that you are the submitter, but NOT AN AUTHOR. If you are an author, you must select the Author role by clicking the box next to Author.

### Adding an Author

To add another author, select *the correct role* (Submitter or Author), then:

- You can search for authors by entering their first name, last name and/or email address. If the author is in our database, they will appear in your search results. Select the correct individual and then click *Select* at the bottom of the page to add them to your author list.
- If the author is not in the database, you will need to add a new person. You will be directed to a new page to add the person or will need to select "Not Found – Enter a new name" and click *Select*.
- For a new person, you will need to complete the required information for each author. Please complete this information carefully as not all information can be edited once you submit the author. Once the information entered is complete, select *Save and Continue*.
- Once an author is added you will see them in the author list table. To add additional authors, select *Add new person*.
- Once authors are added in the author list table, you will need to indicate the Presenting Author and Corresponding author by selecting those roles for the correct authors.
- **Please note, the Primary Author should be the first listed author in the author list.**

## Updating Author Information

You will be able to update the information that is displayed in the author table. If additional information needs to be changed or updated, you can select the *Edit* button.

Please note all authors receive a confirmation email once an abstract is submitted to inform them an abstract was submitted in which they were listed as an author.

To reorder the authors, you can use the arrows to move the authors around. Again, the Submitter will not be included as an author and will be included in a separate table under the author list.

## Abstract Summary

Copyright Disclaimer: All submitters must read the copyright disclaimer and agree to the terms by providing their electronic signature (first and last name). If you are or a co-author is a NIH employee, you must also complete and sign a NIH Publishing Agreement and Manuscript cover Sheet and email it to SITC staff at educaion@sitcancer.org.

The information you enter for your abstract will be displayed on the Confirmation page, which is the last step of the submission process. To print or save this summary as a PDF, you can select *Click here to print this page* at the bottom of the page. To make changes to your abstract, you can use the tabs at the top navigate through your abstract.

## Submitting your Abstract

Once all the necessary information is complete, you can either submit your abstract by clicking *Conclude Submission*. If you do not click *Conclude Submission*, your abstract will be saved but NOT submitted.

If you are missing any required information, you will be notified of the missing information and can either go back to complete those items or save your abstract to complete at a later date.

## Navigating your Form

You can move to different parts of the form by using the top navigation tabs. Please note, each time you advance through a step, your abstract will be saved at your last complete step.

Use the back button in the internet browser to go to a previous page.

## My Abstracts

To see a summary of the abstracts you have started and/or submitted, click on *Abstract Submissions* in SITCANCER Gateway. From here, you can

- See if the abstract has been submitted or is a work in progress by selecting the abstract title. Once in the abstract submission, if your abstract has been submitted, the Confirmation step will be green and marked with a check mark.
- Use the tabs at the top to navigate through your abstract(s), edit the authors, edit the abstract, etc.

## Conflict of Interest Disclosure

After you have submitted your abstract, the presenting author will need to complete a conflict of interest disclosure. Once an abstract is submitted, the presenting author will receive a confirmation email, which will include the link to the COI form. They will need to log in using their SITC CONNECT account to access the form.

## Technical Support

If you have any technical difficulties during your abstract submission process, click on *Feedback and Support* on the right hand side of your screen. Your inquiry will be sent to the technical support team when you complete the form. Please note, regular office hours for the technical support team are 9 a.m.–5 p.m. C.S.T. Monday through Friday.

If you have any non-technical support questions or issues, please contact the SITC Education Department at education@sitcancer.org or +1 414 271-2456.

## Late-Breaking Abstract Information and Eligibility

Late-breaking abstract submission is solely for abstracts with late-breaking data and not for abstracts submitted "late." The late-breaking abstract deadline is not intended to be an extension of the general submission deadline. Late-breaking abstracts highlight novel and practice-changing studies, and only apply to data that would have not otherwise have been presented as an abstract at the 38th Annual Meeting.

**New in 2023**: Late-breaking Abstracts (LBAs) no longer have an application requirement. LBAs do not need to submit an application or a place-holder abstract before the Regular/YIA Abstract deadline (June 27). Late-breaking Abstracts should be submitted during the LBA submission period, from July 10 – Sept. 6.

If a Late-breaking Abstract is not accepted, it will not be published or presented at the meeting. There is no longer an option for it to be considered as a Regular Abstract.

Examples of acceptable late-breaking abstracts include the following (in each case, results were not available or significant by the regular abstract submission deadline):

- Results of a practice-changing prospective Phase III clinical trial
- Phase II study showing anti-tumor activity in a novel context
- An early clinical trial with novel proof-of-principle data
- Demonstration of novel cancer biology with therapeutic implications

For late-breaking abstracts, authors need to justify why the abstract is considered late-breaking, for both clinical and laboratory-based studies.

The data in the abstract must not be published prior to the SITC 38th Annual Meeting.

Late-breaking abstracts are considered for—but not limited to—oral abstract presentations during the Late-Breaking Abstract Sessions from 11:45 a.m.–12:15 p.m. on Nov. 3, 2023, and 11:25–11:55 a.m. on Nov. 4, 2023.

For more information about the review and selection process, please see page 22.

## Young Investigator Award Information and Eligibility

In 2023, SITC will offer 38 Young Investigator Awards, all recognizing excellence in novel research and providing young investigators with experience necessary for successful careers. Five Young Investigator Awards will be will be reserved for those who self-identify as individuals from underrepresented racial and ethnic groups in the Biomedical Sciences according to the NIH definition. The information collected in response to the self-identifying process will only be viewed by SITC staff and program organizers.

### Abstract Travel Awards

Thirty-four Abstract Travel Awards will be presented by SITC to young investigators who submit an abstract to the society's 38th Annual Meeting. Abstracts will be judged by a committee of SITC leadership and the Annual Meeting Organizers. Those selected have the opportunity to present a poster of their abstract at the 38th Annual Meeting and are eligible for an oral presentation during the Annual Meeting. Award recipients will also receive:

- Up to $750 in travel reimbursement (applied to SITC 2023)
- SITC Abstract Travel Award certificate and poster ribbon

### Presidential Travel Awards

Four abstracts submitted in any category and authored by young investigators will be selected for an oral abstract presentation during the Presidential Session of SITC's 38th Annual Meeting. Presenting authors not selected for the SITC Presidential Award will receive a SITC Presidential Travel Award in recognition of their achievement. Recipients will also receive:

- Up to $750 in travel reimbursement (applied to SITC 2023)
- One-year complimentary SITC membership
- Presidential Travel Award certificate and poster ribbon

Authors selected for a Presidential Travel Award will present during the Presidential Session on Nov. 4, 2023, from 1:25–2:50 p.m.. Each presentation will be 10 minutes in length, followed by four to five minutes of questions and answers. Oral presenters must be capable and comfortable presenting the abstract to a large audience and answering audience questions.

## Presidential Award

Established in 1991, the SITC Presidential Award serves as recognition to the young investigator deemed to have the most outstanding oral abstract presentation at the SITC Annual Meeting. The recipient of the Presidential Award will receive:

- $1,000 honorarium
- Up to $1,000 in travel reimbursement (applied to SITC 2023)
- One-year complimentary SITC membership
- A commemorative Presidential Award plaque and a poster ribbon noting them as the Presidential Award Winner.

The Presidential Award Winner will be determined following the Presidential Session on Nov. 4, 2023, at the 38th Annual Meeting. Individuals who have previously won the SITC Presidential Award are ineligible for the same award.

To qualify for SITC Abstract Travel and Presidential Travel Awards, the abstract author must:

- Be a current SITC member
- Be categorized as a student, postdoctoral research fellow, clinical fellow or junior faculty (instructor/assistant professor) with three or fewer years on staff (total from all institutions; inclusive of experience in all fields)
- Serve as both the primary author and presenting author on the abstract
- Meet the June 27, 2023 deadline for abstract submission and indicate that they wish to be considered for an award
- Include a letter of recommendation from a lab supervisor stating their categorization
- Outline their contribution level to the four areas listed below. A greater level of participation will be judged more favorably and will be used as one of the criteria for judging award recipients. Categories include:
  - Conception and design
  - Collection and assembly of data
  - Data analysis and interpretation
  - Abstract writing

For more information about the review and selection process, please see page 22.

## Clinical Trials In Progress and Clinical Trial Complete

### Overview & Criteria

SITC understands the crucial need for collaboration and discussion surrounding clinical trials in progress. This abstract submission category aims to allow for open dialogue surrounding such trials and hopes to foster a unique environment in which to discuss the research that is being done.

**All phases of clinical research may be considered for inclusion in the Clinical Trials in Progress abstract submission.**

Although there are no absolute criteria for abstracts submitted under this category, we provide the following general guidelines for your consideration as you prepare your abstract submission for this category. All abstracts submitted under this category, as for all abstracts in any category, are subject to peer review and possible rejection from being included as an oral and/or poster presentation in the 38th Annual Meeting.

## Submission Guidelines

- Background
    - Scientific background/rationale for the trial should be included
    - Preclinical and/or earlier-phase clinical data that has already been publicly presented or published may be included with references
    - Abstracts should be written/designed with respect to the correlates and hypothesis being tested in the clinical trial
- Methods
    - Clinical trial registry number (required, if appropriate)
    - Trial design and statistical methods (include)
    - Treatment or intervention planned (include)
    - Major eligibility criteria, highlighting unusual aspects (include)
    - *It is __not__ a requirement that the trial be recruiting (current status of "Open but Not Yet Recruiting" is acceptable)*

**NOT acceptable in a Clinical Trials in Progress abstract:**

- Completed trials (these should be submitted in other categories)
- Brand or proprietary drug names

## Inclusion Enrollment Report Data Table

To assist with SITC's commitment to improve diversity and inclusion in clinical trials, clinical trial abstract submitters will be asked to complete the Inclusion Enrollment Report data table, which follows the NIH data template. This data will not be shared with abstract reviewers and will not be included in the publication of accepted abstracts. The data will only be accessible to SITC staff and will only be reported in aggregate. Presenters for abstracts that are accepted for a poster or oral presentation are encouraged to include this data in the presentation if applicable. Thank you for helping SITC monitor the landscape of diversity in clinical trial enrollment.

# Abstract Categories and Subcategories

## Primary Category and Subcategory

All abstract submitters will be asked to indicate the primary category and subcategory with which the abstract most closely aligns. This primary selection will aid the abstract reviewers in placing the abstract into the most appropriate session, if accepted for oral presentation. Accepted abstracts are also listed according to the primary category and subcategory selected within the *JITC* supplement and the Poster Hall.

## Secondary Categories and Subcategory

Should the submitter believe more than one category is applicable, they can select a secondary category and subcategory. The secondary category and subcategory will only be used to aid the abstract reviewers in placing the abstract into the most appropriate session, if accepted for oral presentation. The secondary category and subcategory WILL NOT be used for the abstract listing in publications or placement in the Poster Hall.

## Clinical Trial Question

Before seeing the abstract categories in the abstract submission form, you will be asked if the abstract is a clinical trial or not. Based on your response, you will have different abstract category options as noted below. For more information about the clinical trial question, please see page 18.

## Abstract Categories and Subcategories

*If you respond "Yes" that the abstract is a clinical trial abstract, you will see the respective categories below:*

**Clinical Trial Abstract Categories**

| 1) **In-Progress Clinical Trials** | 2) **Completed Clinical Trials** |
|---|---|
| a. Skin Cancers | a. Skin Cancers |
| b. Lung Cancers | b. Lung Cancers |
| c. Genitourinary Cancers | c. Genitourinary Cancers |
| d. Breast Cancers | d. Breast Cancers |
| e. Gynecologic Cancers | e. Gynecologic Cancers |
| f. Hematologic Malignancies | f. Hematologic Malignancies |
| g. Brain and CNS Cancers | g. Brain and CNS Cancers |
| h. Head and Neck Cancers | h. Head and Neck Cancers |
| i. Gastrointestinal/GEJ/Colorectal Cancers | i. Gastrointestinal/GEJ/Colorectal Cancers |
| j. Hepatocellular Cancers | j. Hepatocellular Cancers |
| k. Multi-Cancer | k. Multi-Cancer |
| l. Biomarker-Defined Cancers | l. Biomarker-Defined Cancers |
| m. COVID and Immunotherapy | m. COVID and Immunotherapy |
| n. Other | n. Other |

For Clinical Trials abstracts, please indicate the phase by checking either Phase I, Phase II or Phase III.

**Non-Clinical Trial Abstract Categories**

*If you respond "No" that the abstract is not a clinical trial abstract, you will see the categories below:*

1) **Biomarkers, Immune Monitoring and Novel Technologies**
   a. Imaging
   b. Next-Generation Sequencing
   c. Neoantigen Identification and Characterization
   d. Animal Models
   e. Circulating DNA and Other Blood-Based Soluble Markers
   f. Gene Editing
   g. Bioengineering
   h. Other

2) **Cellular Therapies**
   a. Chimeric Antigen Receptors
   b. Non-CAR Adoptive Cell Therapies
   c. Other Cellular Therapies
   d. Response/Resistance Mechanisms
   e. Combinations
   f. Toxicity
   g. Other

3) **Checkpoint Blockade Therapy**
   a. Response/Resistance Mechanisms
   b. Autoimmunity/Toxicity
   c. Innate Immune Checkpoints
   d. Combination Treatments (Other Immunotherapies)
   e. Combination Treatments (Chemotherapy, Radiotherapy, Targeted Therapy)
   f. Other

4) **Combination Immunotherapies**
   a. Immunotherapy/Immunotherapy
   b. Immunotherapy/Chemotherapy
   c. Immunotherapy/Radiotherapy
   d. Immunotherapy/Targeted Therapy
   e. Immunotherapy/Surgery
   f. Immunotherapy/Other
   g. Response/Resistance Mechanisms
   h. Toxicity
   i. Other

5) **Data Sharing, Handling and Access**
   a. New Data Sharing Initiatives
   b. Data Analysis Platforms
   c. Tumor Sample Libraries
   d. Genetic Data Libraries
   e. Combined Tumor Sample/Genetic Data Libraries
   f. Other

6) **Education and Treatment Management**
   a. Post-Immunotherapy Treatment Strategies
   b. Patient Experience and Education
   c. Clinician Education
   d. Best Practices for Cancer Immunotherapy Treatment
   e. Case Studies
   f. Other

7) **Immune Cell Types and Biology**
   a. Cellular Metabolism
   b. Innate Immunity
   c. Adaptive Immunity
   d. Antitumor Immunity
   e. Immunogenomics
   f. Epigenetic Regulation
   g. Immunotherapeutic Response/Resistance Mechanisms
   h. Immune Effects of Non-Immunotherapeutic Treatments
   i. Toxicity
   j. B cells
   k. T cells
   l. NK cells
   m. Dendritic cells
   n. Non-Conventional cells
   o. Macrophages
   p. Other

8) **Immune-Stimulants and Immune Modulators**
   a. Vaccines
   b. Cytokines
   c. Oncolytic Viruses
   d. TLR Agonists
   e. STING Agonists
   f. Intra-Tumoral Agents
   g. Immune Effects of Non-Immunotherapeutic Treatments
   h. Reponses/Resistance Mechanisms
   i. Toxicity
   j. Other

9) **Immuno-Conjugates and Chimeric Molecules**
   a. Antibody-Drug Conjugates
   b. Antibody-Radionuclide Conjugates
   c. Bispecific Molecules
   d. Response/Resistance Mechanisms
   e. Combination Treatments
   f. Toxicity
   g. Other

10) **Immuno-Engineering**

11) **Immunotherapy Toxicities**
    a. Toxicity Management: Clinical Care and Best Practices
    b. Mechanisms of Toxicities
    c. Long-Term Immunotherapy Toxicities
    d. Other

12) **Machine Learning, Artificial Intelligence and Computational Modeling**

13) **Microbiome and Other Environmental Factors**
    a. Immunotherapeutic Response/Resistance Mechanisms
    b. Diet, Exercise and Metabolism
    c. Microbiome
    d. Other

14) **Novel Single-Agent Immunotherapies**

15) **Regulatory, Financial and Access Considerations**
    a. Immunotherapy Cost and Value Analyses
    b. Patient Access Initiatives
    c. Regulatory Considerations
    d. Reimbursement Initiatives
    e. Immunotherapy Clinical Trial Design
    f. Patient Exclusion/Inclusion Criteria
    g. Other

16) **Tumor and Stromal Cell Biology**
    a. Cellular Metabolism
    b. Oncogenetics
    c. Epigenetic Regulation
    d. Tumor Antigens and Others
    e. Virus-Driven Cancers
    f. Cancer-Associated Fibroblasts
    g. Endothelial Cells
    h. Tumor Microenvironment
    i. Mouse Models
    j. Toxicity
    k. Other

17) **Other**

## Abstract Review and Selection

### Review

Abstracts are reviewed by Annual Meeting organizers, Annual Meeting session co-chairs and volunteer reviewers who are SITC members. At least five people are assigned to review, score and provide comments about each abstract. Abstract reviewers consider a number of variables in rating the abstracts for selection for awards and oral presentation. General considerations include quality of the research and presentation, the strength of the results and methods and whether the reported research significantly advances the field.

Quality of Research and Presentation of Results
- Overall quality of the research as described in the abstract is high
- Reported results are novel and scientifically important
- Results are presented clearly

Methods and Results
- Abstract includes clear description of reliable methodology and models
- Abstract includes specific results and data on sample size, endpoints and outcomes, with statistical analysis demonstrating significance of findings

Research Advances the Field
- Abstract includes concise description of the implications of the research to advance basic scientific understanding, translation and/or clinical application of cancer immunotherapy
- New biomarkers or combinations

Additional Considerations
- Are the reported results novel and scientifically important?
- Are the results presented clearly?
- Does the abstract include specific results and data on sample size, endpoints and outcomes with statistical analysis demonstrating significance of findings?
- Does the abstract include clear descriptions of reliable methodology and models?
- Does the abstract include a concise description of the implications of the research to advance basic scientific understanding, translation and/or clinical application of cancer immunotherapy?
- Is the overall quality of the research as described in the abstract high?

Reviewers are also asked if there is a specific session they recommend the presentation be presented in and if the abstract should be accepted as a poster presentation.

### Selection

#### Young Investigator Abstract Awards

Young Investigator Abstract Awards are reviewed and selected by the Presidential Award Review Committee, which is comprised of the SITC Executive Committee and nominated at-large directors. The Presidential Award Review Committee selects the four Presidential Travel Awards, who present during the Presidential Session, and the 34 Travel Award recipients. In addition to the abstract information and requirements for Young Investigator Awards (see page 16), the Presidential Award Review Committee takes into consideration the review scores and feedback of all reviewers as well as the contribution,

institution, and background of the presenting author. The 34 Travel Award recipients and any other abstracts not selected for an award are still considered for oral presentation per below as well as poster presentation.

In 2023, SITC will offer 38 Young Investigator Awards, all recognizing excellence in novel research and providing young investigators with experience necessary for successful careers. Five Young Investigator Awards will be will be reserved for those who self-identify as individuals from underrepresented racial and ethnic groups in the Biomedical Sciences according to the NIH definition. The information collected in response to the self-identifying process will only be viewed by SITC staff and program organizers.

### Regular Oral Abstract Presentations

Regular abstracts are selected for presentation during plenary or concurrent sessions by the session co-chairs and Annual Meeting organizers. In addition to the abstract information, the session co-chairs and Annual Meeting organizers take into consideration the review scores and feedback of all reviewers, the intent of the session, the other presentations in the session, and if the abstract serves the needs and interest of the SITC audience before selecting abstracts for oral presentation.

### Late-Breaking Oral Abstract Presentations

Late-breaking abstracts are selected for presentation during the late-breaking abstract sessions by the Annual Meeting organizers. If recommended by the Annual Meeting organizers, they may also be considered for presentation in a regular plenary or concurrent session. In addition to the abstract information, the Annual Meeting organizers take into consideration the review scores and feedback of all reviewers, whether the abstract is truly late-breaking, and if the abstract serves the needs and interest of the SITC audience.

### Rapid Oral Abstract Presentations

Rapid oral abstract presentations are selected for presentation during the rapid oral abstract presentation sessions by the Annual Meeting organizers. Presentations in the rapid oral abstract sessions are typically 5-8 minutes in length. In addition to the abstract information, the Annual Meeting organizers take into consideration the review scores and feedback of all reviewers as well as the focus of the session (clinical or basic science). The Annual Meeting organizers also take into consideration if the presenter is a young investigator and if the presenter's professional role selected on their registration form is under represented throughout the 38th Annual Meeting program.

### Additional Oral Abstract Session Presentations

The Annual Meeting includes several dedicated oral abstract sessions that feature only oral abstract presentations. Presentations in these oral abstract sessions are approximately 10-15 minutes in length. Presentations for these sessions are selected by the Annual Meeting organizers. In addition to the abstract information, the Annual Meeting organizers take into consideration the review scores and feedback of all reviewers. The Annual Meeting organizers also take into consideration the abstracts' categories, subcategories and keywords, specifically if there are any that are underrepresented throughout the 38th Annual Meeting program.

# Abstract Presentation Information

After regular, Young Investigator Award and late-breaking abstracts are reviewed and selected, abstract presenting authors and submitters are sent an email notification stating whether the abstract was accepted, and, if so, what type of abstract presentation it was accepted as. Within the notification, the abstract presenting author will also be asked to accept or decline participation in the 38th Annual Meeting. If we do not receive a response by the stated deadline, we will assume you accept and include the abstract in all publications. Notifications will go out Monday, July 31, 2023 for regular and Young Investigator Award abstracts and on Friday, September 22, 2023 for late-breaking abstracts.

## Abstract Presentation Guidelines

### Registration
The presenting author must register for the Annual Meeting to present an abstract. Submitting an abstract does not register you for the meeting. Abstract presenters do not receive complimentary registration.

### Abstract Numbering
All accepted abstracts will receive an abstract poster number. Numbers are determined by:
- Abstracts are ordered by the primary abstract category (alphabetized), then primary subcategory (alphabetized) and then by the last name of the primary author (alphabetized).
- Once assigned, abstract poster numbers cannot be changed.

### Types of Abstract Presentations

#### Regular, Young Investigator Award and Late-Breaking Abstract Poster Presentations
Poster Hall Hours: Nov. 3 from 9 a.m.–7 p.m. and Nov. 4 from 9 a.m.–8:30 p.m.

Each Regular, Young Investigator Award and late-breaking abstract presenting author will be assigned to present their poster in the Poster Hall (Exhibit Halls A and B1) either Nov. 3, 2023, or Nov. 4, 2023, with odd numbered posters being assigned to Nov. 3, 2023 and even numbered posters being assigned to Nov. 4, 2023.

Author presence is required during the lunch and evening reception times on the day they're assigned to present. In addition to the required hours, all presenting authors are also strongly encouraged to stand by their poster as much as possible during their assigned presentation day, especially during the session breaks.

Friday, Nov. 3, 2023 (Poster Hall Hours: 9 a.m.–7 p.m.)
- **Odd Numbered Posters**
  - Set up time: 7–9 a.m.
    - The poster and exhibit hall is officially closed at 7-9 a.m., so poster presenters are asked to depart from the hall after hanging their poster.
  - **Required Hours**: Lunch (12:15–1:45 p.m.) and Poster Reception (5:30–7 p.m.)
  - Additional Hours Encouraged: Morning break (9:10–9:40 a.m.); Afternoon break (3:25–3:50 p.m.)

Saturday, Nov. 4, 2023 (Poster Hall Hours: 9 a.m.–8:30 p.m.)

- **Even Numbered Posters**
  - Set up time: 7–9 a.m.
    - The poster and exhibit hall is officially closed at 7-9 a.m., so poster presenters are asked to depart from the hall after hanging their poster.

  - **Required Hours**: Lunch (11:55 a.m.–1:25 p.m.) and Poster Reception (7–8:30 p.m.)
  - Additional Hours Encouraged: Morning break (10:45–11:25 a.m.); Afternoon breaks (2:50–3:20 p.m. and 4:45–5:05 p.m.)

Poster Specifications: Regular, Young Investigator Award and Late-Breaking abstract maximum poster dimensions are **4' x 8' portrait (vertical) orientation**. Any dimensions that do not exceed 4' x 8' portrait orientation will be acceptable for Regular, Young Investigator Award and Late-Breaking abstract poster presentations.



**Poster Board Dimensions**

8' High

4' Wide
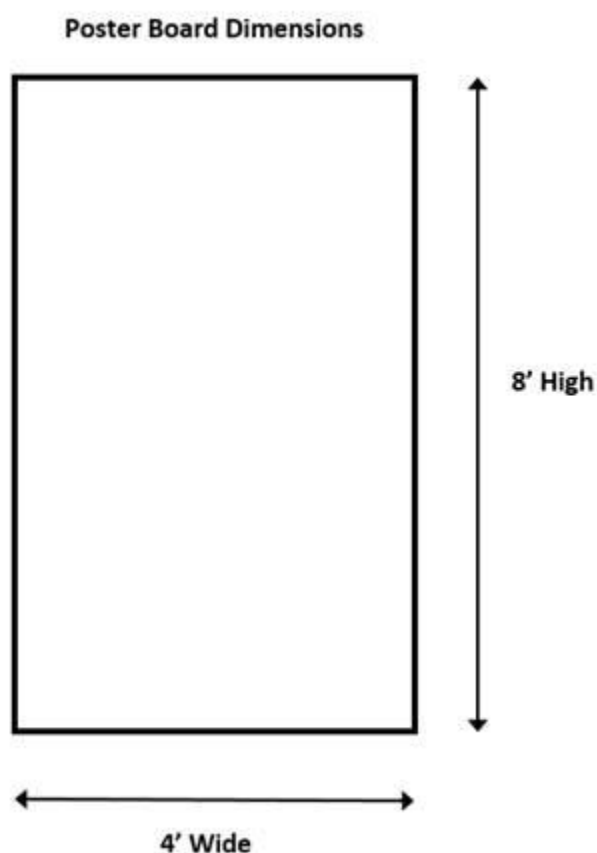
## ePosters

Providing your poster as an ePoster is required. Abstract ePosters will be available during the 38th Annual Meeting on the virtual platform beginning Friday, Nov. 3, 2023. Abstract ePosters will be available on the SITC virtual meeting platform for the duration the platform is available, which will be for eight weeks following the meeting. **Please note, everyone with an accepted abstract is required to**

**submit an ePoster.** Those who attend SITC 2023 in-person are asked to bring their physical poster to be put up in the in-person Poster Hall. SITC will not print ePosters for authors.

Presenting authors can submit their ePoster in their speaker center. The ePoster submission deadline is October 16, 2023. Additional submission requirements are provided in the presenting author's Speaker Center.

## Oral Abstract Presentations

Oral abstract presentations are selected for each session by the session co-chairs and Annual Meeting organizers. All regular abstracts chosen for oral abstract presentation will present during the 38th Annual Meeting, Nov. 3–5, 2023. Oral abstract presentations will vary in length depending on the session they are presenting in. Some may also include time for a brief question and answer session after the presentation. Exact presentation lengths, dates and times will be provided in the abstract notifications.

The designated presenting author of all oral abstract presentations will be added to the SITC Speaker Center upon confirming participation in the program to collect all required information. Oral abstract presenters will be required to submit a conflict of disclosure form, a recording permission form, a headshot and a biography as well as submit presentation slides prior to the Annual Meeting.

Prior to the annual meeting, all session presenters will be contacted with the final session information so that they may communicate with the session co-chairs and other presenters. Some sessions may schedule a conference call to review the session presentations, others may communicate via email. All presenters are required to be responsive to the requests of the session co-chairs and SITC staff.

## Additional Oral Abstract Presentations

Select abstracts will also have the opportunity to give short oral presentations in one of the following session types:

- **Rapid Oral Abstract Presentations**: Nov. 3, 2023 from 12:30–1:30 p.m. and Nov. 4, 2023 from 12:10–1:10 p.m. Each day there will be two concurrent sessions, one for basic science and one for clinical abstracts.
- **Oral Abstract Presentations**: Nov. 3, 2023 from 3:50–5:30 p.m., Nov. 4, 2023 from 3:20–4:45 p.m. and Nov. 4, 2023 from 5:05–6:30 p.m.

The designated presenting author of all oral abstract presentations will be added to the SITC speaker management system upon confirming participation in the program to collect all required information. Oral abstract presenters will be required to submit a recording permission form, a photo, biography, conflicts of interest disclosure form as well as submit presentation slides prior to the Annual Meeting.

Exact presentation dates and times will be provided in the acceptance notifications.

Prior to the Annual Meeting, all oral presentations will be contacted with the final session information so they can communicate with the session moderators. All presenters are required to be responsive to the requests of the session moderators and SITC staff.

## Faculty Guidelines and Information

### Guidelines

Please take into consideration the following guidelines when creating and presenting your talk for this educational activity. These guidelines were created to help ensure that presentations give a balanced viewpoint to learners that is free of commercial bias.

- Faculty will disclose to SITC all relevant financial relationships, and hereby allow SITC to disclose this information to learners in print.

- If you do not want a picture, audio recording and/or video of a slide or poster, please indicate by adding the words "DO NOT POST" or add a camera icon with a black circle and slash. If you do not want it posted to social media, use a "no social media icon" in your materials.



- The content and/or presentation of the information with which you are involved, including any presentation of therapeutic options, is expected to be well-balanced, evidence-based and unbiased. It will promote quality or improvements in healthcare and will not promote a specific proprietary business interest of a commercial interest.
- If faculty are presenting research funded by a commercial company, the information presented will be based on generally accepted scientific principles and methods, and will not promote the commercial interest of the funding company.
- If faculty have been trained or utilized by a commercial entity or its agent as a speaker (i.e., speaker's bureau) for any commercial interest, the promotional aspects of that presentation will not be included in any way with this activity.
- If faculty provide recommendations involving clinical medicine, they will be based on evidence that is accepted within the medical profession as adequate justification for their indications and contraindications in the care of patients. All scientific research relating to this activity in support of a patient care recommendation will conform to the generally accepted standards of experimental design, data collection, and analysis.
- If faculty discuss specific health care products or services, they are to use generic names to the extent possible. If necessary to mention trade names, faculty will use trade names from several different companies when available.
- If faculty discuss any product use that is off-label or investigational, they are to disclose that the use or indication in question is not currently approved by the FDA. Please state in presentations, "There **will OR will not** be discussion about the use of products for non-FDA approved indications in this presentation."
- Faculty have not and will not accept any additional honoraria, payments or reimbursements beyond that which has been agreed upon directly with SITC specific to this particular presentation for the SITC educational activity.
- A monitor will be attending the event to ensure that all presentations are educational, and not promotional, in nature.

### Faculty Information

- Presentation Requirements: *All presentations must be in 16:9 aspect ratio*. All Faculty must also have a disclosure slide in the beginning of their presentation, even if just to state that there are no relevant disclosures to the presentation. If faculty intend to discuss any product use that is off-label or investigational, they must disclose that the use or indication in question is not currently approved by the FDA. Faculty must include the following sentence on their disclosure slide: "There **will** *OR* **will not** be discussion about the use of products for non-FDA approved indications in this presentation." Please use the 37th Annual Meeting slide template for creating your PowerPoint presentation.
- All faculty are required to submit their presentation slides by the due date that will be provided.
- Recording Permissions: To advance the field, SITC requests you complete a recording permission form to give us permission to post your slides on the Society's website and/or to prepare audio-visual (AV) recordings of your presentation for production, online hosting, and distribution as webinars and/or other electronic media. These enduring materials greatly extend the educational impact and reach of the live meeting.

# Policies

Below are the policies of the SITC abstract submission process. By submitting an abstract, you are agreeing to abide by these policies.

## Abstract Embargo & Release Information Policy

### Regular, Young Investigator Award and Late-Breaking Abstract Titles

Titles and authors for regular and Young Investigator Award (YIA) abstracts will be available on Sept. 27, 2023, and titles and authors for late-breaking abstracts will be available on Oct. 25, 2023, on the SITC Annual Meeting website. Once abstract titles are listed on the website, press releases can be issued with the titles and logistical information.

### Regular, Young Investigator Award and Late-Breaking Abstract Content

Full regular, YIA and late-breaking abstracts will be embargoed until 6 a.m. PDT/9 a.m. EDT on Oct. 31, 2023. This includes content within the original abstract submitted.

### Poster Embargo

Any additional data that will be available on a poster that is beyond what was submitted in the abstract is embargoed until Nov. 3, 2023 9 a.m. PDT/12 p.m. EDT. This embargo applies to poster-only presentations.

### Oral Presentation Data Embargo

Any *updated and/or new data* that will be available in an oral presentation is embargoed until the date and time of the presentation. If the oral presenter is also creating a poster which includes updated and/or new data, the poster shares the same Oral Presentation Embargo date, not the poster embargo date specified above. This embargo applies to oral abstract presentations.

## Press Release Policy

Any planned press releases and media alerts must be reviewed and approved in advance by SITC Communications staff. Please provide a minimum of two business days for review. Drafts should be emailed to communications@sitcancer.org.

**For press releases about abstracts released:**

> Before 9 a.m. EDT on Oct. 31, 2023: Press releases can be issued with only logistical information (abstract title, author, poster number, and presentation date and time) about an abstract/poster/oral presentation.

> After 9 a.m. EDT on Oct. 31, 2023: Press releases can be issued with information about the content within the original abstract submitted. Additional, updated, and/or new data that will be available on a poster of the abstract is embargoed until Nov. 3, 2023 at 9 a.m. PDT/12 p.m. EDT. Additional, updated, and/or new data that will be presented as an oral presentation at SITC's Annual Meeting is embargoed until the date and time of the presentation.

## Poster Presenter Permissions

Poster presenters retain the right to reuse their poster after the poster embargo, Nov. 3 at 9 am PDT.

ePosters will remain on the SITC virtual meeting platform, accessible to Annual Meeting registrants, through Jan. 12, 2024. SITC does not distribute or display ePosters anywhere after Jan. 12, 2024.

## Withdrawal & Editing Policy

### Regular and Young Investigator Award Abstracts
The deadline for regular and Young Investigator Award abstract withdrawal or changes, including presenter changes, is **Aug. 4, 2023**.

### Late-Breaking Abstracts
The deadline for late-breaking abstract withdrawal or changes, including presenter changes, is **Sept. 29, 2023.**

These deadlines are set in place because the abstract information is pulled for publication immediately following these dates and cannot be edited after that. If you would like to withdraw or make a change to your abstract after the submission deadline and before the applicable date above, you must submit your request in writing to education@sitcancer.org. Upon receipt of your request we will make the change, if possible, and send a confirmation once the withdrawal or change has been completed.

## SITC Meeting Code of Conduct

Please see the SITC Meeting Code of Conduct regarding policies for program participants and attendees.

## SITC Privacy Policy

Please see the SITC Privacy Policy regarding providing your information on SITC platforms and our service providers, including the Abstract Management System provided by The Conference Exchange.

## Call for Papers by Publisher

BMJ, the publisher of the *Journal for ImmunoTherapy of Cancer (JITC)*, reserves the right to email corresponding authors of regular, YIA or late-breaking abstracts once they are published to notify them of online publication and to invite them to submit articles to *JITC.*

## Copyright Policy

Parameters for requesting permission to use abstracts and articles published in JITC are detailed in BMJ's copyright policy. For detailed information on how to cite, reference, give attribution to, use, reuse, etc. regarding an article or an abstract published in JITC, please consult the publisher, BMJ. You must adhere to the rules in accordance with the type of license granted to BMJ.

## Encore Presentation Policy

Any abstract that has been previously accepted and/or published (by any meeting or publisher) must contain *substantial new data* in order to be considered. Contact education@sitcancer.org with any questions pertaining to substantial new data.

Abstract Policies