

CTOS 2024 Abstract Submission Requirements

Important Dates & Information

Abstract Submissions Open	April 8
Abstract Submission Deadline	June 17
Abstract Acceptance Notifications	August 15
Meeting Dates	November 13-16

- Abstracts will be accepted in English only.
- There is no fee for submitting an abstract
- CTOS membership is not required to submit an abstract
- There is no limit to the number of abstracts you may submit, however, an individual may not be offered more than 2 oral presentations.
- Trials in Progress and Late Breaking abstracts should be submitted within the submission timeframe. If the abstract is accepted, the program committee will communicate guidelines for the data to be received.
- Encore abstracts are accepted.
- Embargo policy is abstracts will be available to all delegates registered for the meeting on Wednesday, November 6th one week prior to the official start of the meeting. Embargo is lifted on Wednesday, November 13th at 9am EST.
- Revisions to abstracts will not be accepted after the abstract submission deadline in order to protect the integrity of the review process. Requests for changes (typos or minor text corrections) will be reviewed on a case-by-case basis and must be sent in writing by the first author to ctos@ctos.org.

Submission Guidelines

Abstract Title: The abstract title must have a short, specific title (containing no abbreviations) that indicates the nature of the submission. **ABSTRACT TITLE MUST BE IN ALL CAPITAL LETTERS.** (Max 200 characters)/ (Max 75 words).

Presentation Type: You will be asked to SELECT ONE.

- Oral
- Poster
- Young Investigator: In 1999 the Board of Directors of the Connective Tissue Oncology Society agreed on the institution of the Young Investigator Award. It was decided that this award would be given to two qualified individuals at the Annual Meeting, and they would present their paper at the meeting. The criteria for this award is the individual should be less than 35 years of age, still in training or has received their first faculty appointment (instructor, assistant professor or equivalent) on or after July 1 of the previous five years. A letter from the Department Chair or Program Director is required to document eligibility when the

candidates submit their abstracts for review. Awardees are notified in September prior to the meeting. Each winner receives a complimentary registration to the meeting as well as an honorarium for \$2000 each. Please email your letter to Barbara Rapp at ctos@ctos.org.

Category: You will be asked to SELECT ONE. Options are [HERE](#).

Abstract: You will be asked to complete all 4 sections below. There is a maximum of 4,000 characters for the entire abstract (including all 4 sections). Images and tables (uploaded in a separate section) are not counted in the 4,000 characters.

Objective: (10 - 2,000 characters)

Methods: (10 - 2,000 characters)

Results: (10 - 2,000 characters)

Conclusion: (10 - 2,000 characters)

Table, Chart or Image: Upload up to 4 tables, chart or images that are to be included with your abstract submission. The maximum size per file is 2GB with the accepted formats of .jpg and .png. If you do not have any files to upload, you can opt out.

Author/Co-Author list: You will create a list of authors (limit 30). Your submission must have 1 person listed as the "Author" who will serve as the main contact for this submission. We recommend this be the person submitting the abstract. All other individuals added will be listed as "Co-Authors." First Name, Last Name, email address, city, state, country, job title, organization, degrees and role are required for each person.

Global Equity Travel Grant: CTOS is pleased to offer 10 Global Equity Travel Grants for 2024. These grants will provide the opportunity to attend the CTOS 2024 Annual Meeting in-person. To qualify for a grant, you must be the lead or co-author on an abstract for the 2024 CTOS Annual Meeting. Priority will be given to regions with a history of being underrepresented at the CTOS Annual Meeting.

The grants will offer the following complimentary concessions:

- Full Meeting Registration for the CTOS 2024 Annual Meeting
- Hotel room and tax for 5 nights at the Manchester Grand Hyatt (any other expenses will be the responsibility of the individual)
- Economy class airfare reimbursed after the meeting with flight receipt.

Disclosure Information: The person completing the form is required to submit a Conflict-of-Interest Disclosure by answering the: FDA Disclosure, Manufacturer's Name and Drugs or Devices, and Financial Relationship for the abstract submission. The answers will apply to ALL co-authors listed on the abstract.