

4TH SURGICAL ONCOLOGY ADVANCED PRACTITIONER CONFERENCE

APRIL 20 – 22, 2023



Hybrid In-person and Virtual
Live-Streaming Conference

SUBMISSION INSTRUCTIONS

Thank you for your interest in poster submissions for the 4th Surgical Oncology Advanced Practitioner (SOAP) conference. The purpose of this poster session is to provide a broad educational overview of the latest advances in surgical management of solid tumors and the role of APP in clinical practice.

Critical Dates:

- **January 27, 2023**—Poster abstract deadline 11:59 PM Central Time
- **February 10, 2023**—Notice of poster acceptance by email
- **March 24, 2023**—Electronic poster (E-poster)/Oral Presentation Power Point deadline 11:59 PM Central Time
- **April 20, 2023**—Set up printed poster by 3 PM
- **April 21 & 22, 2023**—Moderated poster sessions
- **April 22, 2023**—Mini short-oral presentation
- **April 22, 2023**—Best poster and Short Oral Presentation Awards announcement

Abstract Submission Guidelines:

- All abstracts must be less than **300 words** and organized to include the following:
 - Must have at least 3 learning objectives
 - Introduction (or Background, Aim, Context, Setting)
 - Methods (or Design, Intervention, Description)
 - Results (or Findings, Outcome Measures)
 - Conclusion (or Interpretation, Summary)
 - Recommendations (or Implications, Discussion)
- List all authors
 - Each author is required to complete a disclosure form upon acceptance to present. Each author will need to upload a recent professional photo and a brief biography (not to exceed 100 words)
- Presentation categories:
 - New poster
 - Previously submitted posters/material
 - Must be recent (<1 year)

- Cannot be published material
- You must cite and reference the previous presentation
- This category is not eligible for best poster award
- Short oral presentation
- All abstracts will be considered for poster session (please indicate on the submission form due on **January 27, 2023**, if you would also like your abstract to be considered for the **Live Short Oral presentation**)

Abstract Submission Process:

- Submit finalized abstract through a link from the SOAP conference website
- The primary/submitting author will receive an email message on **February 10, 2023**, confirming the acceptance status of the abstract.
- All accepted poster presenters must register for the SOAP conference and should also be present for both moderated poster sessions.
- If selected for the Live Short Oral presentation, you will be notified via email on **February 10, 2023**

Poster Materials:

- Poster boards will be provided by MD Anderson Cancer Center. Each poster board will measure 8 feet wide and 4 feet high. Posters should not exceed this dimension and should be horizontal in orientation. Please allow for some margin. Push pins will be provided
 - Recommended poster Size: **60 inches width x 36 inches height (152 cm width x 91 cm height)**
- Poster set up in the lobby will take place on **April 20 any time between 8 AM – 3 PM**. If your poster is not set up by 3 PM, it will not be considered for best of poster award
- Posters will be available to view throughout the conference from **April 21 – April 22**.
- Be prepared to present your poster in Q&A moderated poster sessions on **April 21 (3:00-3:30 PM) and April 22 (10:15-10:45 AM)**
- Best poster award announcement will take place on **April 22 (1:00-1:30 PM)**
- You can breakdown your poster any time after the award announcement. The conference will not be responsible for posters left behind

Short Oral Presentations:

- The Short oral presentation will be on **April 22 (10:45-12:15 PM)**
- Six abstract submissions will be considered for a **Live Short Oral presentation**
- 10 minutes maximum presentation (10 min presentation, 5 min for Q&A)
- Maximum 8 slides (not including title and references) to follow abstract outline
- Should include a summary slide to discuss implications for surgery APPs
- Best Short Oral Presentation award announcement will take place on **April 22 (1:00–1:30 PM)**

Additional Information:

- Directions on how to submit your E-poster & poster or short oral presentation will be provided upon abstract acceptance on **February 10, 2023**
- Final version of E-poster with pre-recording and short oral PowerPoint presentations are due on **March 24, 2023**. *Any changes made after this date will **NOT** be accepted
- E-posters and posters will be available to view throughout the conference
 - For questions about the abstract submission process, please contact: SOAPabstracts@mdanderson.org

We look forward to seeing you at #SOAP23!