

# Late-breaking abstract submission guidelines

For the XXV FIGO World Congress of Gynecology and Obstetrics

## Important dates

- Submissions open: Monday, 24 March 2025
- Submissions close: Wednesday, 16 April 2025\*
- Notifications to submitters: Monday, 2 June 2025

*\*N.B. Submissions received after this date will not be considered.*

## Technical requirements

Please submit your late-breaking abstract proposal through the FIGO Cape Town 2025 [online late-breaking abstract submission portal](#) only\*.

The online submission portal works best with Chrome: 16 or higher, Internet Explorer 8.0 or higher and Mozilla Firefox 5.0 or higher. Cookies and JavaScript must be enabled.

*\*N.B. Submissions received via email or post will not be considered.*

## Late-breaking abstracts

- Accepted abstracts will be presented at the Congress as either a 7-minute oral presentation followed by 2 minutes of audience Q&A or a 1-page ePoster in 16:9 PDF format.
- Accepted abstracts, limited to a maximum of 250 words, of full scientific papers will be published as a supplement to the XXV FIGO World Congress of Gynecology and Obstetrics in the International Journal of Gynecology and Obstetrics (IJGO).
- The Scientific Programme Committee will select a few outstanding abstracts, whose authors will be invited to submit a full paper to the IJGO.
- The online abstract submission form is divided into the following sections:
- **Title:** The title should clearly define the content of the paper. There should be no full stop at the end of the title. For clinical trials, the title should include 'randomised controlled trial' or 'clinical trial'.
- **Objective:** Concise statement on why the study was conducted.
- **Methods:** Location, number and type of human subjects, non-human species or material being studied. Design of the study and type of intervention. Principal assays or test(s) performed and the types of statistical analyses if appropriate.
- **Results:** Main findings and results should be reported. Results should be supported by statistical analysis where appropriate.
- **Conclusion:** Main conclusion of the study and significance of the results. How the results may affect patient management or understanding of the condition.
- Proofread your abstract carefully before submitting to ensure accuracy with no spelling, grammatical or scientific errors. Corrections will not be accepted after the submission close date. Accepted abstracts will be published in the IJGO supplement as submitted. Neither FIGO nor the IJGO accept responsibility for errors in the abstract publication.

- Use standard abbreviations where appropriate. Include any other abbreviations in brackets after the full word the first time it appears. Abbreviations should follow MEDLINE standards.
- Abstracts stating merely that the results will be presented or discussed at the congress will be rejected.
- The use of tables, images or footnotes in the abstract is not allowed.
- Please do not include keywords in the body of your abstract. Any keywords included in accepted abstracts will be removed for the IJGO publication.
- **Authors:** All author names should be included in the order they will appear in publication. The name of the presenting author will be identified with an asterisk or in bold print. Ensure that the correct spelling is confirmed for all contributing authors: no amendment will be permitted after the submission deadline. FIGO strongly encourages that primary research studies carried out in [low-/middle-income countries](#) must have at least one local co-author.
- **Affiliations:** Please only list one primary affiliation. Department names from the same affiliation will be merged for a single entry. Affiliations will include the department, institution, city and country only.
- **Consent to Publish:** If the abstract contains details relating to individual participants (for example a case report), written informed consent for the publication of these details must be obtained from the participants and a statement to this effect should appear at the end of the abstract. If the patient is deceased, consent for publication should be obtained from the next of kin, and if the patient is under 16, consent should be obtained from the parent or guardian.
- **Conflict of interest:** All submitters must disclose, on behalf of all authors and co-authors in their abstract submission, any conflicts of interest during the online submission or have their submission rejected at the discretion of the scientific programme committee. We request all presenters to cooperate by declaring any potential conflict of interest on their slides or posters. All disclosures will be published with the abstract.
- **Clinical trials:** If your abstract reports on a clinical trial, you must provide the following:
  - Prospective registration in a [public trials registry](#) (i.e. registry must clearly show that the trial was registered before or at the time of enrolment of the first patient).
  - URL of registration (this must link directly to the individual record for the paper on the trial registry, **not** to the registry homepage)
  - Full study dates (day, month, and year) stated in the “Methods” section, which must align with those stated in the registry.
  - Inclusion/exclusion criteria, which must align with those stated in the registry.
  - Number of study participants, which must align with those stated in the registry.
  - Statement of approval by an institutional Ethics Board.
  - Name of approving Ethics Committee.
  - The Scientific Programme Committee or IJGO editors may ask authors to share the anonymised raw data of their study, either for review during the peer review process, or in the event of any post-publication queries regarding the integrity of the study.
- All abstracts will be subject to a single-blind review process by the Scientific Programme Committee and their advisors. Mean scores will be calculated for each submission and based on this they will be allocated to oral or ePoster presentations, or they may be rejected. Each abstract will be scored based on the following criteria: scientific merit, suitable sample size, proper statistical analysis, adherence to instructions and originality of the work.
- You can add up to 10 authors per abstract submission. A maximum of one abstract presentation and publication will be permitted to each presenting author. Only the presenting author’s name will appear in the final Congress programme. All co-author names will be published in the IJGO supplement.
- The presenting author must complete their registration payment by 23 June 2025 in order to have their accepted abstract included in the final Congress programme and published in the IJGO supplement. Failure to complete registration payment in time may result in exclusion from the programme and IJGO supplement. Exceptions will only be made in extenuating circumstances at

the discretion of FIGO, for example if sanctions in your country prevent you from completing your registration payment in advance of the Congress. If you have an extenuating circumstance, you must notify [figo.abs@mci-agency.com](mailto:figo.abs@mci-agency.com) before 23 June 2025.

- The presenting authors of the top 20 abstracts accepted from low-/middle-income countries as determined by the Scientific Programme Committee will be awarded with complimentary general Congress registration.

### Submission categories

Submitters will be able to choose one of the following 10 categories for their late-breaking abstract submission:

- Maternal fetal medicine
- Clinical obstetrics
- Sexual and reproductive health and rights
- Reproductive medicine
- Benign surgery
- Urogynaecology
- Non-surgical gynaecology
- Women's cancer

For more information on the categories listed, please [visit our website](#).

### Terms and conditions

#### Submission and review process

- Completed submissions can be edited through the online submissions portal until the submission close date. Corrections made or requested after this date will not be considered.
- Only submissions saved in "Final submission" status in the online submissions portal will be considered for review by the Scientific Programme Committee.
- Once you have saved your submission in "Final submission" status, you will receive a confirmation email that your submission has been received with a copy of your submission, both of which you should save for your personal record.
- All submissions will be subjected to a single blind review process by the scientific programme committee and their advisors.
- Preference will be given to submissions offering an interactive format and diverse perspectives with speakers from different geographical regions. Single-gender panels are strongly discouraged.
- The Scientific Programme Committee welcomes submissions for all submission types in English, French or Spanish. Submissions in other languages will not be considered.
- Simultaneous interpretation cannot be guaranteed. If you have multiple talks or speakers in your session, you must ensure they can all speak the same language.
- There is no limit on how many submissions one person or organisation can submit; however, the Scientific Programme Committee may limit submitting organisations to a maximum of one activity in the programme to maximise inclusivity and representation of different perspectives.
- The Scientific Programme Committee may reassign the type and/or category of a submission at its discretion.
- Submissions from industry will not be considered. Industry speakers are not allowed to present in the scientific programme.
- Submissions which have been presented at other international meetings or have previously been published, or be under consideration for publication elsewhere, will not be considered.

- Submissions received via email or post will not be considered.
- Submissions received after the submissions close date will not be considered.
- Only the submitters will be notified by email in June 2025 if their submission has been accepted or rejected. It is the responsibility of the submitter to notify the authors and/or speakers in their submission of the Scientific Programme Committee's decision. Further instructions, for example for registration, presentation submission and arrival at the live event, will be communicated directly to individual speakers in due course.
- Any request for withdrawal should be sent to [figo.abs@mci-agency.com](mailto:figo.abs@mci-agency.com) before 23 June 2025. The submitter must clearly explain the reason for withdrawal. Failure to present an accepted submission may lead to systematic rejection of your submission for future FIGO events.

### **Submitter and speaker commitments**

- FIGO Cape Town 2025 is an in-person only event. All speakers must be available to present in-person at the Cape Town International Convention Centre between 5 – 9 October 2025, and 4 October 2025 if they are part of a pre-Congress workshop.
- The scientific programme typically features over 800 speakers and nearly 2,000 abstract presentations. As such, we cannot accommodate specific scheduling requests.
- All speakers must complete their registration and payment by 23 June 2025 in order to confirm their participation and ensure their access to the live event.
- FIGO depends on all confirmed speakers to be on site and in the correct room for their presentation prior to the scheduled session start time. Late or absent speakers will be recorded and may result in exclusion from future speaking engagements at FIGO events. Exceptions will only be accepted in the case of genuine last-minute emergencies.
- The host(s) and/or faculty of an accepted submission will be responsible for their own equipment, travel, accommodation and registration costs.
- All submitters must disclose, on behalf of all other authors or speakers in their submission, any conflicts of interest at the point of submission or have their submission rejected at the discretion of the scientific programme committee. We request all presenters to cooperate by declaring any potential conflict of interest on their slides, videos or posters.
- All confirmed speakers will be required to complete a full Conflict of Interest (COI) form at a later date.
- Some sessions will be audio and/or video recorded during the live event, which may also include the recording of the presenter's slides or any pre-recorded video they may present. There will also be photography at the live event. All speakers will be required to agree to FIGO's use of any recordings or photographs taken from the live event by signing a speaker consent form.

If you have a question regarding your submission or using the submission website, please [contact us](#).