

Annual Spring Meeting of Participants Invitation Policy Funding Policy for CCTG Committee Members/Trial Chairs and Centre Nominations

In order to meet the dual objectives of 1) ensuring that the cost of the Spring Meeting is within budget, and 2) having as many people as possible attend so that fruitful discussions can be held, a policy for funding attendance is in place

Summary of Invitations and Funding

Invitations are sent to the following:	Funding Status
Chairs of: -Site Committees -Standing Committees -Working Groups and Sub-Committees -Disease Site Chairs (Past-3years)	Full-Funded
Committee Members of: -Site Committee Executive Members -Standing Committee Members	Full-Funded
Centre Representatives from centres that accrued 1 patient in 2016	Full-Funded
CCTG Led Study and Intergroup Trial Chairs: Trials that are OPEN, ON HOLD, PLANNED and CLOSED in last 6 months (CCTG's discretion)	Full-Funded
Centre Nominations -35 Invitations for New Investigators -Centres with at least 10 patients accrued in 2016 receive one Investigator and one CRA full-funded invitation. -Centres with 50 or more patients accrued will receive two Investigator and two CRA Full-Funded invitations.	Full-Funded
CCTG Led study and Intergroup Trial Members: Trials that are open, on hold, planned and closed	Non-Funded
Committee Members of: -Site Committee members, Investigational New Drug Committee members, ETAG, working group members and subcommittee members.	Non-Funded

Funding Status terms

Full-Funded Invitation is defined as:

The Canadian Cancer Trials Group (CCTG) will pay for your accommodation for CCTG meetings ONLY (unless stated otherwise) at the Chelsea Hotel for official meeting dates (*unless stated otherwise*), a daily meal allowance (for eligible meals) and a travel allotment.

Your travel allotment is based on your location and must include all modes of travel, parking, shuttles and fees. All policies must be followed to be eligible for reimbursement. Please read our travel reimbursement policy carefully.

Partially-Funded Invitation is defined as:

Funding for accommodation, travel and meals will be specified in your official Invitation. All policies must be followed to be eligible for reimbursement. Please read our travel reimbursement policy carefully.

Non-Funded Invitation is defined as:

You meet the criteria to attend the Annual Spring Meeting of Participants. There is no funding associated with this invitation.

NOTE: Mandated Full-Funded Invitations (eg. Breast Disease Site Committee Executive member) are specific to a person's role on that committee; therefore, substituting another person to fill the role/receive the funded invitation is NOT permitted. (i.e. the original Full-Funded is NON-TRANSFERABLE).

FUNDING POLICY**1. Committees/Trial Chairs****Site Committees**

Chairs and executive members of the following site committees will receive Full-Funded invitations at CCTG expense:

- Brain
- Breast
- Gastrointestinal
- Genitourinary
- Gynecologic
- Hematologic
- Lung
- Melanoma
- Sarcoma
- Symptom Control

Investigational New Drug Program

Chair, and executive members and members of the IND program will receive a Non-funded invitation.

Standing Committees

Chairs, executive members and members of the following standing committees will receive Full-Funded invitations at CCTG expense:

- Audit and Monitoring Committee (AMC)
- Centre Representative Executive Committee (CENREPEXEC)
- Clinical Trials Committee (CTC)
- Clinical Research Associate Executive Committee(CRAEC)
- Committee on Economic Analysis (CEA)
- Correlative Sciences/Tumour Biology Committee and Executive Committee (WGTB)
- Data Safety Monitoring Committee (DSMC)
- Lay Representatives (LAYREP)
- Pharmacists Network Steering Group (PHNETSG)
- Quality of Life Committee (QoLC)
- Radiation Oncology Quality Assurance Committee (ROQAC)
- Strategic Executive Advisory Council (SEAC)

Site Committee Working Groups and Subcommittees

Some disease site committees have established smaller working groups. Chairs only of the following working groups will receive a Full-Funded invitation at CCTG expense:

- Breast Disease Site Committee working groups include:
 - Breast~Correlative Sciences/Tumour Biology
- Gastrointestinal Disease Site Committee working groups include:
 - Colon Disease Oriented Group
 - Esophageal Disease Oriented Group
 - Hepatobiliary Disease Oriented Group
 - Neuroendocrine Disease Oriented Group
 - Pancreas Disease Oriented Group

- Rectal Disease Oriented Group
- Gastrointestinal ~Correlative Sciences/Tumour Biology Subcommittee
- Gynecology Disease Site Committee working groups include:
 - Cervix Cancer Working Group
 - Endometrial Cancer Working Group
 - Gynecology~Correlative Sciences/Tumour Biology Subcommittee
 - Gynecology Leadership Development Working Group
 - Ovarian Cancer Working Group
- Genitourinary Site Committee working groups include:
 - Superficial Bladder Disease Oriented Group
 - Advanced Bladder Disease Oriented Group
 - Localized Prostate Disease Oriented Group
 - Advanced Prostate Disease Oriented Group
- Hematology Disease Site Committee working groups include:
 - Leukemia Subcommittee
 - Lymphoma Subcommittee
 - Myeloma Subcommittee
 - Hematology~Correlative Sciences/Tumour Biology Subcommittee
- IND Pediatric Subcommittee
- Lung
 - Correlative Sciences/Tumour Biology Working Group
 - Mesothelioma/Thymoma/Surgery Working Group
 - Radiation Oncology Working Group
 - Small Cell Lung Cancer Working Group
- Head and Neck Working Group

Trial Committee Chairs

Canadian Chairs of CCTG Led studies and Intergroup studies that are Open, Planned, On hold or Closed (in last six months) will be sent a Full-Funded e-invitation

- CCTG-led studies
- Intergroup studies

2. Full-Funded Invitation for Centre Representatives

Centre representatives from "active" centres (with 1 or more patients enrolled in the last year) will be sent a Full-Funded e-invitation. Centre representatives from "new" centres (i.e., joined CCTG within the past year) will be sent a Full-Funded invitation as a gesture of welcome from the Group. Centre Representatives are expected to attend the Centre Representative Lunch on Friday.

3. Full-Funded Nomination for Investigators and Clinical Research Associates

Centres with at least 10 patients accrued in 2016 are entitled to nominate one Investigator and one CRA to attend Spring Meeting at CCTG expense. Centres with 50 or more patients accrued will be allowed to nominate two Investigators and two CRA's. Investigator and CRA nomination allocations are not affected by an Investigator who may have already received a Full-Funded invitation. For example, if a centre is allocated Investigator nominations but an Investigator from the centre has already received a Full-Funded invitation due to a committee or trial role, the centre can still nominate 2 Investigators.

4. Full-Funded Nomination for New Investigators

This year we will offer 35 Full-Funded Invitations for eligible New Investigators at our "active" centres. A "new" investigator is defined as one who has never attended a CCTG Annual Spring Meeting. All Member centres that have accrued a higher amount of patient's will be given first priority (for 1 invite) until all 30 Invites have been used. New Investigators are expected to attend the New Investigator Welcome meetings held Friday, April 29 and Sunday, May 1.

5. Non-Funded Invitations

Although the CCTG cannot extend funded invitations to all members of disease site committees, working groups, and others, non-funded invitations are sent to members of:

- Centre Representatives from centres accruing no patients over the 2015 calendar year
- Disease site committees listed above
- Trial committee members
- Working groups listed above
- Angiogenesis Network
- Canadian Sarcoma Group
- Canadian Uro-Oncology Group

If you are not a member of the above committees and would like to attend the please view the CCTG [Registration Policy](#) for eligibility to attend the Spring Meeting. Any questions please contact: Meetings@ctg.queensu.ca