

## Annual Spring Meeting of Participants Invitation Policy

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, as follows:

Invitations are sent to the following:	Funding Status
<b>Chairs of:</b> -Site Committees -Standing Committees -Working Groups and Sub-Committees -Disease Site Chairs (Past-3years)	Full-Funded
<b>Committee Members of:</b> -Site Committee Executive Members -Standing Committee Members	Full-Funded
<b>Centre Representatives from centres that accrued 1 patient in 2018</b>	Full-Funded
<b>CCTG Led Study and Intergroup Canadian Trial Chairs:</b> Trials that are OPEN, ON HOLD, PLANNED and CLOSED in last 6 months (CCTG's discretion)	Full-Funded
<b>Centre Nominations</b> -35 Invitations for New Investigators -Centres with at least 10 patients accrued in 2018 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
<b>Recognition Award Recipients</b>	Full-Funded
<b>CCTG Led study and Intergroup Canadian Trial Members:</b> Trials that are OPEN, ON HOLD, PLANNED and CLOSED in last 6 months	Full-Funded
<b>Committee Members of:</b> -Site Committees, - Investigational New Drug Committee(s) members, ETAG, working group members and subcommittee members.	Non-Funded

*Full-Funded invitations are specific to a persons role (e.g. centre representative, site committee executive member, CRA nomination, etc...); therefore substituting another person to fill this role is NOT permitted (i.e. the original Full-Funded invitation is NON-TRANSFERABLE).*

### **Funding Terms:**

Full-Funded Invitation is defined as:

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*), *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 fee. 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.

## 1. Committee/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
- Supportive Care

### 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)
- Patient 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
  - 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:
  - o Leukemia Subcommittee
  - o Lymphoma Subcommittee
  - o Myeloma Subcommittee
  - o Hematology~Correlative Sciences/Tumour Biology Subcommittee
- Lung
  - o Correlative Sciences/Tumour Biology Working Group
  - o Mesothelioma/Thymoma/Surgery Working Group
  - o Radiation Oncology Working Group
  - o 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 2018 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 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 and is in their first 5 years of staff appointment. All Member centres that have accrued a higher amount of patient's will be given first priority (for 1 invite) until all 35 Invites have been used. New Investigators are expected to attend the New Investigator Welcome meetings held Friday, May 3 and Sunday, May 5.

## **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 2018 calendar year
- Disease site committee members listed above
- Trial committee members
- Working group members listed above

## **6. Non-Funded: Investigational New Drug (IND) Program**

IND Executive members, members and Canadian trial chairs for Open, On Hold, Planned and Closed (in last six months) receive a non-funded invitation to the Annual Spring Meeting.

If you are not a member of the above committees please view the [CCTG Registration Policy](#) for eligibility to receive an invitation to the Annual Spring Meeting.