

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 sent to:	Funding Type
Committee Chairs of: Site Committees Standing Committees Working Groups and Sub-Committees Disease Site Chairs (Past 3 years)	Full Funded
Committee Members of: Site Committee Executive Members Site Committee Liaisons Standing Committee Members (excluding ETAG) Standing Committee Executive Members	Full Funded
Centre Representatives From Active Member Centres with 1 patient accrued or greater in 2022 and, Centre Representatives from New Centres	Full Funded
Canadian Trial Chairs and Members of CCTG Led Study and Intergroup Study: Trials that are OPEN, ON HOLD, PLANNED and CLOSED to accrual in last 6 months (CCTG's discretion)	Full Funded
Centre Nominations- New Investigator: Active Member Centres can nominate 1 New Investigator from their centre to receive a full funded invitation. *Nominated NI's must be in their first 5 years of appointment and have not attended a Spring Meeting.	Full Funded
Centre Nominations- Investigator and Clinical Research Associate: Active Member Centres with at least 10 patients accrued in 2022 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. *Nominations are non-transferable e.g. CRA nominations cannot be given to an Investigator	Full Funded
Recognition Award Speakers and Recipients: Founder's Award: Dr. Joseph Pater Excellence in Clinical Trials Research Award Dr. Elizabeth Eisenhauer Early Drug Development Young Investigator Award Dr. Ralph Meyer Phase III Young Investigator Award Frances A. Shepherd Award	Full Funded
Centre Representatives from member centres accruing 0 patients	Non-Funded
Investigational New Drug Program: Committee Chair, Executive and Member	
Investigational New Drug Canadian Trial Chairs and Members: for Trials that are OPEN, ON HOLD, PLANNED and CLOSED to accrual in last 6 months.	
Early Trials Advisory Group -Committee Chair and Members	
Site Committee Members	
Site Committee Working Group and Sub-Committee Members	

Types of Funding

Funded invitations are specific to a person's role e.g. Centre Representative, Site Committee Executive Member, etc.; therefore substituting another person or role e.g. Investigator for CRA nomination, to fill this role is not permitted (i.e. the original Full-Funded invitation is NON-TRANSFERABLE).

Full Funded Invitation is defined as:

The Canadian Cancer Trials Group (CCTG) will cover the following expenses:

- accommodation to attend CCTG meetings ONLY (unless stated otherwise) at the Chelsea Hotel for official meeting dates; Thursday, April 27, Friday, April 28 and Saturday, April 29 (*unless stated otherwise*) at the rate of \$160.00.
- daily meal per diem for eligible meals, and;
- a travel allotment 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:

Canadian Cancer Trials Group will cover the following expenses:

- accommodation at the rate of \$160.00 for the number of nights specified in your invitation.
- Daily meal per diem for the number of days specified in the invitation.
- A travel allotment amount specified in your invitation. All policies must be followed to be eligible for reimbursement. Please read our [Travel Reimbursement Policy](#) carefully.

Non-Funded Invitation is defined as:

- No funding is associated with this invitation.

Invitation Details

1. Committees

Site Committees

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

- Brain
- Breast
- Gastrointestinal
- Genitourinary
- Gynecologic
- Head and Neck
- Hematologic
- Lung
- Melanoma
- Sarcoma
- Supportive Care

Standing Committees

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

- Audit and Monitoring Committee and Executive Committee (AMC)

- Clinical Trials Committee (CTC)
- Clinical Research Associate Executive Committee (CRAEC)
- Committee on Economic Analysis (CEA)
- Correlative Sciences/Tumour Biology Committee and Executive Committee (CSTB)
- 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:

- Brain Disease Site Committee working groups include:
 - o Brain~Correlative Sciences Tumour Biology Subcommittee
 - o Brain Trials Development Group
- Breast Disease Site Committee working groups include:
 - o Breast~Correlative Sciences Tumour Biology Subcommittee
- Gastrointestinal Disease Site Committee working groups include:
 - o Colon Disease Oriented Group
 - o Esophageal Disease Oriented Group
 - o Hepatobiliary Disease Oriented Group
 - o Neuroendocrine Disease Oriented Group
 - o Pancreas Disease Oriented Group
 - o Rectal Disease Oriented Group
 - o Gastrointestinal~Correlative Sciences Tumour Biology Subcommittee
- Gynecology Disease Site Committee working groups include:
 - o Cervix Cancer Working Group
 - o Endometrial Cancer Working Group
 - o Gynecology~Correlative Sciences Tumour Biology Subcommittee
 - o Ovarian Cancer Working Group
- Genitourinary Site Committee working groups include:
 - o Genitourinary~Correlative Sciences Tumour Biology Subcommittee
- Head and Neck Working Groups include:
 - o Head and Neck~Correlative Sciences/Tumour Biology Subcommittee
- Hematology Disease Site Committee working groups include:
 - o Leukemia Working Group
 - o Lymphoma Subcommittee
 - o Myeloma Subcommittee
 - o Hematology~Correlative Sciences/Tumour Biology Subcommittee
- Lung Disease Site Committee working groups include:
 - o Lung~Correlative Sciences/Tumour Biology Subcommittee
 - o Mesothelioma/Thymoma/Surgery Working Group
 - o Radiation Oncology Working Group
 - o Small Cell Lung Cancer Working Group
- Sarcoma Disease Site Committee working groups include:
 - o Sarcoma IND Working Group

2. Trial Committee Chairs and Members

Canadian Chairs and members of CCTG Led studies and Intergroup studies that are Open, Planned, On Hold or Closed to accrual in the last six months, will be sent a Full-Funded invitation.

3. Full-Funded Invitation for Centre Representatives

Centre representatives from "active" centres (with 1 or more patient(s) enrolled in the past calendar year) will be sent a Full-Funded 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.

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

Centres with at least 10 patients accrued in the past calendar year are entitled to nominate one Investigator and one CRA to attend Spring Meeting. 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.

Nominated CRA's are expected to attend the CCTG CRA program held on the Friday.

5. 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 number 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 and Debrief meetings.

6. 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 in the previous calendar year
- Disease site committee members listed above
- Working group members listed above

7. Non-Funded: Investigational New Drug (IND) Program

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

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.