

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:

ROLE	FUNDING TYPE
Committee Chairs of: Site Committees, Standing Committees, Working Groups and Sub-Committee Chairs Disease Site Chairs (Past 3 years)	FULL-FUNDED
Committee Members of: Site Committee Executive Members and Liaisons Standing Committee Executive Members and Members	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
Active Canadian Centre Representatives from Active Member Centres with 1 patient accrued or greater in 2023 and, Centre Representatives from New Centres	FULL-FUNDED
Centre Nominations - New Investigator: Active Member Centres can nominate 1 New Investigator from their centre to receive a Full-Funded Invitation. <i>*Nominated NI's must be in their first 5 years of appointment and have not attended a Spring Meeting.</i>	FULL-FUNDED
Centre Nominations - Investigator and Clinical Research Associate: Active Member Centres with at least 10 patients accrued in 2023 receive one Investigator and one CRA Invitation. Centres with 50 or more patients accrued will receive two Investigator and two CRA Invitations. <i>*Nominations are non-transferable e.g. CRA nominations cannot be transferred to an Investigator</i>	FULL-FUNDED
Award 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 CCTG 2023 Award for Excellence in Clinical Trials Conduct	FULL-FUNDED
CCTG 2023/2024 Cancer Trials Practicum - New Investigators	FULL-FUNDED
Active Canadian Centre Representatives from member centres accruing 0 patients	NON-FUNDED
Investigational New Drug Program: IND Committee Chair, Executive and Member ETAG, PRECET & IPRC Chairs and Members IND Canadian Trial Chairs and Trial Members (OPEN, ON HOLD, PLANNED and CLOSED to accrual in last 6 months)	NON-FUNDED
Site Committee Members, Working Group members and Subcommittee members	NON-FUNDED

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:
 - Brain~Correlative Sciences Tumour Biology Subcommittee
 - Brain Trials Development Group
- Breast Disease Site Committee working groups include:
 - Breast~Correlative Sciences Tumour Biology Subcommittee
- 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

- 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
- Melanoma Disease Site Committee working groups include:
 - o Melanoma- IND/Metastatic Working Group
 - o Melanoma - Neoadjuvant/Adjuvant Working Group
 - o Melanoma - Surgery 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/subcommittees, 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 and subcommittee members listed above

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

- IND Committee Chairs, Executive members and committee members
- Early Trials Advisory Group Committee Members
- IND Proposal Review Committee Chair and members
- IND Patient-Centered Research Early Clinical Trials Chairs and members
- Canadian IND trial chairs and members for studies 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.

Invitation Funding Type

Full-Funded Invitation:

Full-Funded Invitations to the Annual Spring Meeting are specific to a person's role e.g. Centre Representative, Site Committee Executive Member; therefore, substituting another person to fill this role is not permitted i.e. the original Full-Funded Invitation is NON-TRANSFERABLE.

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

- Accommodation for Thursday, May 2, Friday, May 3 and Saturday, May 4 to attend CCTG meetings ONLY (unless stated otherwise) at the Chelsea Hotel with room rate of \$162.00.
- Daily meal per diem for eligible meals
- A travel allotment based on your location and must include all modes of transportation, parking, shuttles and fees.
- All policies must be followed to be eligible for reimbursement. Please read our [Travel Reimbursement Policy](#) carefully.

Partially-Funded Invitation:

Partially-Funded Invitations to the Annual Spring Meeting are sent to a person to attend a specific meeting where their hotel and a travel allotment is specified in their Invitation e.g. funding may only be given for one night accommodation to attend the specified meeting and a travel allotment. In some cases, accommodation or travel may not be given, so it is very important to read the invitation carefully to understand your funding.

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

- Accommodation at the rate of \$162.00 for the number of nights specified in your Invitation.
- Daily meal per diem for the number of days to attend specified meeting.
- A travel allotment amount specified in your Invitation (Attendees that received a Full-Funded Invitation to Spring Meeting will not receive another travel allotment).
- All policies must be followed to be eligible for reimbursement. Please read our [Travel Reimbursement Policy](#) carefully.

Non-Funded Invitation:

No funding is associated with this Invitation.

Special Thursday Workshop - by Invitation Only:

Special Thursday Workshops are held in conjunction with the Annual Spring Meeting. Hotel and travel allotments to attend Workshops are indicated in the Workshop Invitation e.g. funding may only be given for

one night accommodation and a travel allotment. In some cases, accommodation or a travel allotment may not be provided so it is very important to read the Invitation carefully to understand your Workshop funding.

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

- Accommodation at the rate of \$162.00 for the number of nights specified in your Invitation.
- Daily meal per diem for the number of days to attend specified meeting.
- A travel allotment amount specified in your invitation (*note: if you received a Full-Funded Invitation to Spring Meeting, then your travel allotment has already been provided, so you will receive \$0*)
- All policies must be followed to be eligible for reimbursement. Please read our [Travel Reimbursement Policy](#) carefully.

In addition, your Workshop Invitation is separate from a Spring Meeting Invitation. This means, if a Workshop attendee wishes to attend the Spring Meeting, they will be required to complete two separate registrations i.e. Workshop registration and Spring Meeting registration.

Funded for Spring Meeting: If you receive a Funded Invitation to Spring Meeting and you are funded for a Special Workshop, your travel allotment will be provided in your Funded Spring Meeting Invitation only; therefore, travel allotment for your Workshop Invitation will be \$0 as it has already been provided.

Non-Funded Invitation to Spring Meeting: If you received a Non-Funded Invitation to Spring Meeting, you will be responsible to cover the costs of additional accommodation and meals to attend Spring Meeting.

No Invitation to Spring Meeting Received: Some Workshop attendees may not have received an Invitation to the Spring Meeting; therefore, they will need to request an Invitation on the Spring Meeting Web Page. The Invitation will be non-funded, and they are required to cover the costs of additional accommodation and meals to attend Spring Meeting.