

Annual Spring Meeting of Participants

April 25-27, 2025

Chelsea Hotel, Toronto

INVITATION POLICY

Roles, Types and Funding Breakdown

An invitation policy has been established to achieve two key objectives - keeping the Spring Meeting within budget and maximizing attendance to foster productive discussions:

INVITATION ROLE	INVITATION TYPE
Committee Chairs of: Site Committees, Standing Committees, Working Groups and Sub-Committee Chairs Disease Site Chairs (Past 3 years)	FULLY-FUNDED
Committee Members of: Site Committee Executive Members and Liaisons Standing Committee Executive Members and Members	FULLY-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)	FULLY -FUNDED
Active Canadian Centre Representatives from Active Member Centres with 1 patient accrued or greater in 2024 and, Centre Representatives from New Centres	FULLY-FUNDED
Centre Nominations - New Investigator: Active Canadian Member Centres can nominate 1 New Investigator from their centre to receive a Fully-Funded Invitation. <i>*Nominated NI's must be in their first 5 years of appointment and have not attended a Spring Meeting.</i>	FULLY-FUNDED
Centre Nominations - Investigator and Clinical Research Associate: Active Canadian Member Centres with at least 10 patients accrued in 2024 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>	FULLY-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 2024 Award for Excellence in Clinical Trials Conduct	FULLY-FUNDED
CCTG Cancer Trials Practicum New Investigators - 2024/2025 & 2025/2026 cohorts	FULLY-FUNDED
Active Canadian Centre Representatives from member centres accruing 0 patients	NON-FUNDED
Active Canadian Centre Contact Clinical Research Associates (CCRAs)	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	NON-FUNDED
Site Committee Members, Working Group members and Subcommittee members	NON-FUNDED

INVITATION ROLE DETAILS

1. Committees

Site Committees: Chairs and executive members of the following site committees will receive a Fully-Funded Invitation.

- 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 a Fully-Funded Invitation:

- 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: Chairs only of the following working groups will receive a Fully-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
 - Endometrial Cancer Working Group
 - Gynecology~Correlative Sciences Tumour Biology Subcommittee
 - Ovarian Cancer Working Group
- Genitourinary Site Committee working groups include:
 - Genitourinary~Correlative Sciences Tumour Biology Subcommittee
- Hematology Disease Site Committee working groups include:
 - Leukemia Working Group
 - Lymphoma Subcommittee
 - Myeloma Subcommittee
 - Hematology~Correlative Sciences/Tumour Biology Subcommittee
- Lung Disease Site Committee working groups include:
 - Lung~Correlative Sciences/Tumour Biology Subcommittee
 - Mesothelioma/Thymoma/Surgery Working Group
 - 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 - Early Melanoma 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 Fully-Funded Invitation.

3. Fully-Funded Invitation for Centre Representatives

Centre Representatives from "active" Canadian member centres (with 1 or more patient(s) enrolled in the past calendar year) will be sent a Fully-Funded Invitation. Centre Representatives from "new" centres (i.e. joined CCTG within the past year) will be sent a Fully-Funded Invitation as a gesture of welcome from the Group. Centre Representatives are expected to attend the Centre Representative Lunch on Friday.

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

Active Canadian member centres with at least 10 patients accrued in the past calendar year are entitled to nominate one Investigator and one CRA to receive a Fully-Funded Invitation. Centres with 50 or more patients accrued will be allowed to nominate two Investigators and two CRA's.

- Investigator and CRA nominations are not affected by an Investigator or CRA who have already received a Fully-Funded Invitation based on another role.
- CRA's are expected to attend the CCTG CRA Program on Friday.
- Nominations are non-transferable e.g. CRA nominations cannot be transferred to an Investigator.

5. Fully-Funded Nomination for New Investigators

Active Canadian member centres can nominate one New Investigator from their centre to receive a Fully-Funded Invitation. 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.

*New Investigators are expected to attend the New Investigator Welcome on Friday and Debrief on Sunday.

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 and Trial members do not receive funded invitations to the Annual Spring Meeting, as they have their own meeting in the Fall for which they are funded.

- 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
- IND Canadian 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 Type and Funding Breakdown

Fully and Partially-Funded Invitations to the Annual Spring Meeting or Special Meetings/Workshops are designated specifically for the individual and/or their role, therefore; these invitations are NON-TRANSFERRABLE. Please read

your Invitation carefully to understand the funding provided for your attendance and our [Hotel and Travel Reimbursement Policy](#) for detailed information on booking travel arrangements and other eligible expenses.

SPRING MEETING INVITATIONS

- 1) **Fully-Funded Invitation:** The Canadian Cancer Trials Group (CCTG) will cover the following expenses:
 - Accommodation for Thursday, April 24th, Friday, April 25th, and Saturday, April 26th to attend CCTG meetings ONLY (unless stated otherwise) at the Chelsea Hotel negotiated room rate of \$164.00.
 - A travel allotment specified in your Invitation that is based on your centre location and must include all modes of transportation, parking, shuttles and fees.
 - Daily meal per diem for eligible meals
- 2) **Partially-Funded Invitation:** The Canadian Cancer Trials Group (CCTG) will cover the following expenses:
 - Accommodation at the rate of \$164.00 for the number of nights specified in your Invitation.
 - Daily meal per diem for the number of days you attend the specified meeting to which you are invited.
 - A travel allotment amount specified in your Invitation. Note: Attendees that received a Fully-Funded Invitation to Spring Meeting will not receive another travel allotment.
- 3) **Non-Funded Invitation:** No funding is associated with this Invitation.

CCTG SPECIAL SESSIONS- by Invitation Only:

Special Workshops and Meetings are held in conjunction with the Annual Spring Meeting. The hotel and travel allotments to attend some Special Meetings and Workshops are indicated in the Meeting and Workshop Invitations 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 given, so it is very important to read the Invitation carefully to understand the specific funding associated with your attendance.

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

- Accommodation at the rate of \$164.00 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 Fully-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 [Hotel and Travel Reimbursement Policy](#) carefully.

Invitation Information:

Some Special Sessions on Thursday, April 24 will require a separate invitation to register. If you receive a separate invitation to a Special Session in addition to the Spring Meeting, you must register for both. Following are the different types of invitation scenarios and funding:

- **Funded for Spring Meeting:** If you receive a funded Invitation with a travel allotment for Spring Meeting and are also funded for a Special Meeting or Thursday Workshop, your travel allotment will be provided in the Spring Meeting Invitation. No additional travel allotment will be provided for the Meeting/Workshop, as it is already covered.
- **Non-Funded Invitation to Spring Meeting:** If you receive a Non-Funded Invitation to Spring Meeting, as outlined in the Invitation Policy, you will be responsible for covering the costs of additional accommodation and meals.
- **No Invitation to Spring Meeting Received:** If you did not receive an Invitation to the Spring Meeting but are attending the Special Meeting/Workshop, you will need to request an Invitation on the Spring Meeting Web Page. This Invitation will be non-funded, and you will be responsible for the cost of accommodation and meals.