

Annual Spring Meeting of Participants

Frequently Asked Questions

1. What is the Canadian Cancer Trials Group (CCTG) Annual Spring Meeting of Participants?

The Annual Spring Meeting of Participants is a working meeting of committees designed to bring together as many CCTG participants as possible to discuss the progress of ongoing trials and to plan new trials.

2. Who can attend the Annual Spring Meeting of Participants?

The Annual Spring Meeting of Participants is a **closed** meeting. You must meet the eligible criteria to attend. Please visit our Spring Meeting [web page](#) to view our Registration Policy.

3. How much are the registration fees?

There is no registration fee to attend, but you must be eligible.

4. I'm eligible to attend the meeting. How do I receive an e-Invitation?

There are 3 different categories to receive/request an e-Invitation:

- a) An e-Invitation was sent to you based on your role as a CCTG committee/trial member;
- b) You can request an e-Invitation if you have a **CCTG userid and password**; or,
- c) You can request an e-Invitation as a Guest.

Please visit our Spring Meeting [web page](#) to view "How to Register" to have your e-Invitation resent or to request an Invitation.

5. If you should have received an e-Invitation based on your role as a CCTG committee/trial member or have requested one but have not received it. Please look at the following before contacting us.

- Check your spam/junk folder for an e-Invitation from meetings@ctg.queensu.ca.
- Check our Invitation Policy to see if you are eligible for an automated e-Invitation.
- If you need your e-Invitation resent to you, please visit our meeting [web page](#), and look under the 'How to Register' tab.

6. What is a PIN#?

A PIN# is your *Personal Identification Number*, sent to you in your e-Invitation to pre-register for the Spring Meeting.

7. How do I register for someone or more than one person?

You cannot register multiple attendees or on behalf of someone else. When you receive your e-Invitation, it will include your Personal Identification Number (PIN#) so that you can

pre-register. Each PIN# is specific to the registrant and linked to your Confidentiality Agreement (Undertaking).

8. What does it mean to pre-register (online registration)?

Registering from your e-Invitation with your PIN# saves you time when arriving at the meeting, as you have already completed the Confidentiality Agreement (Undertaking) and we have a printed name tag ready to pick up at the Registration Desk when you sign in.

9. When does online registration close?

Online registration closes Wednesday, April 19. It is highly recommended that you pre-register online to avoid line-ups and to receive your pre-printed nametag at the onsite Registration Desk.

10. Online registration is now closed; can I still attend the meeting?

If you are eligible to attend the Spring Meeting, you can register onsite at our Registration Desk, 2nd floor at the Chelsea Hotel.

11. Where is CCTG's onsite Registration and what are the hours?

CCTG's Registration Desk is located on the 2nd floor, Churchill Court, in front of the Windsor Meeting Room. Hours of operation are:

- Thursday, April 27: 2:00 PM-8:00 PM --beat the Friday morning line-up and register Thursday if you are at The Chelsea.
- Friday, April 28: 6:30 AM-5:30 PM
- Saturday, April 29: 6:30 AM-5:00 PM
- Sunday, April 30: 7:00 AM-2:00 PM

12. What meetings can I attend?

Anyone can attend OPEN meetings at the Spring Meeting unless specified e.g. Closed to Industry". Closed meetings are restricted to relevant committee members or by way of invitation from the Committee Chair(s). All meetings on the Overall Schedule of Events are marked as either "OPEN" or "CLOSED."

13. If I have received a mandated Full-Funded Invitation (based on my role as a committee member) and I cannot attend Spring Meeting, can someone else attend in my place?

NO. Full-Funded Invitations for committee members (e.g. Breast Disease Site Committee Executive member) are specific to that person's role on the committee; therefore, substituting another person to fill this role is NOT permitted (i.e. the original Full-Funded Invitation is NON-TRANSFERABLE).

14. Where can I view individual Meeting Agendas?

Links to all OPEN meeting agendas are located on the online Overall Schedule of Events as they become available. You can find the Overall Schedule of Events on the Spring Meeting [web page](#). Please print and bring the agendas for the meetings you are interested in

attending. We will have limited copies of OPEN meeting agendas available onsite at the Chelsea Hotel.

CLOSED meeting agendas are not available on the Overall Schedule of Events.

15. Who can claim Continuing Medical Education (CME) Credits?

Any participants wishing to claim CME credits for attendance at Spring Meeting may do so. CCTG's Continuing Professional Development (CPD) provider, Queen's University, accredits our meetings as an educational event under Section 1 of the Maintenance of Competence (MOC) Program with the *Royal College of Physicians and Surgeons of Canada*.

16. How do I claim CME credits?

Participants wanting to claim credits must use our CME Evaluation Program available on the Spring Meeting [web page](#). You need to evaluate the accredited meeting(s) attended, indicate the number of hours attended, and answer some general questions. Upon completion, you will be able to print your certificate. This certificate will be accepted by the *Royal College of Physicians and Surgeons of Canada*, but we cannot guarantee the certificate will be accepted by other associations or groups (e.g. CRAs [SoCRA] or Pharmacists).

17. How do I get reimbursement for my travel expenses?

Refer to our [Travel Reimbursement Policy](#) for Funded Participants. You must complete the Expense Reimbursement Form to be reimbursed.

Here are some quick tips to remember when completing your Expense Reimbursement Form:

- **Travel Allotment** - You will be reimbursed according to the Reimbursement policy. Your travel allotment is to include all modes of transportation and travel costs (plane, train, automobile, parking, taxi's and travel agent fees etc.)
- Travelers may obtain reimbursement for meals using per diems ONLY (no receipts are required).
- Do not claim for meals provided at the meeting e.g. breakfast or in the transportation cost.
- Do not put multiple expenses on one line. Each expense should be a separate line item.
- Ensure all copies of required receipts are legible.
- Claimants should keep a copy of their Expense Reimbursement Form and supporting documents.
- Sign your claim and email to cctgtravel@ctg.queensu.ca.
- Incomplete or inadequate claims will be returned.