

Annual Spring Meeting of Participants
April 24-26, 2026
Chelsea Hotel, Toronto

Invitation Policy and Guidelines

Introduction and Purpose

An invitation policy has been established to support two key objectives:

- Maintaining the Spring Meeting within budget
- Maximizing attendance to foster productive collaboration and discussion.

The document outlines Spring Meeting Invitation roles and the funding associated with each invitation type.

INVITATION ROLE	INVITATION TYPE
Committee Chairs of: Site Committees, IND Committee, Standing Committees, Working Groups and Sub-Committees Past Disease Site Chairs (3 years)	FULLY-FUNDED
Committee Members of: Site Committee Executive and Liaisons Standing Committee Executive and Members Investigational New Drug Committee (that meet accrual criteria)	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 2025 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 2025 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
Thursday Workshop Invitations: Invitations to CCTG Workshops held on Thursday, April 23 are by Invitation Only.	VARIOUS
CCTG Cancer Trials Practicum New Investigators - 2025/2026 & 2026/2027 cohorts	FULLY-FUNDED
Virtual Invitations for Speakers	NON-FUNDED
Active Canadian Centre Representatives from member centres accruing 0 patients	NON-FUNDED
Active Canadian Centre Contact Clinical Research Associates (CCRAs)	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
- Thoracic
- Melanoma & Skin
- Sarcoma
- Supportive Care

Investigational New Drug: Chairs, executive members and members (that meet centre accrual criteria) will receive a Fully-Funded Invitation.

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)
- Health Equity Committee (HEC)
- 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

- Investigational New Drug Thoracic Disease Site Committee working groups include:
 - Early Trials Advisory Group
- Thoracic Oncology Site Committee working groups include:
 - Thoracic Correlative Sciences/Tumour Biology Subcommittee
 - Mesothelioma/Thymoma/Surgery Working Group
 - Radiation Oncology Working Group
 - Small Cell Lung Cancer Working Group
- Melanoma & Skin Disease Site Committee working groups include:
 - Melanoma & Skin IND/Metastatic Working Group
 - Melanoma & Skin - Early Melanoma Working Group
- Sarcoma Disease Site Committee working groups include:
 - 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 centers (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:

- Active Canadian Centre Representatives from centres accruing no patients in the previous calendar year
- Active Canadian Centre Contact Clinical Research Associates
- Disease site committee members listed above
- Working group and subcommittee members listed above
- IND Committee members that do not meet the centre accrual criteria (non-funded)
- 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.

INVITATION TYPE DETAILS

Funded Invitations to the Annual Spring Meeting of Participants or Thursday 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 associated with your attendance and our [Hotel and Travel Reimbursement Policy](#) for detailed information on booking travel arrangements and other eligible expenses.

Spring Meeting Invitation Types:

- 1) Fully-Funded Invitation: The Canadian Cancer Trials Group (CCTG) will cover the following expenses:
 - Accommodation for Thursday, April 23, Friday, April 24, and Saturday, April 25 to attend CCTG meetings ONLY (unless stated otherwise) at the Chelsea Hotel negotiated room rate of \$189.00.
 - Travel allotment as specified in your Invitation that is based on your centre location, and intended to cover all transportation costs, including parking, shuttles and applicable fees.
 - A daily meal per diem for eligible meals
- 2) Partially-Funded Invitation: Some invitations may not provide a travel allotment or accommodation; therefore, 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 Chelsea Hotel negotiated room rater of \$189.00 for the number of nights specified in your Invitation.
 - Travel allotment as specified in your Invitation that is based on your centre location, and intended to cover all transportation costs, including parking, shuttles and applicable fees.
 - A daily meal per diem for the number of days you attend the specified meeting to which you are invited.
- 3) Non-Funded Invitation: No funding is associated with this Invitation.
- 4) Virtual Invitation for Speakers: No funding is associated with this invitation.

CCTG Thursday Workshop Invitation Types

Invitations to CCTG Workshops held on Thursday, April 23 are by Invitation Only and specific to the individual and the Workshop. Some invitations may not provide a travel allotment or accommodation; therefore, it is very important to read the Invitation carefully to understand the specific funding associated with your attendance.

Thursday Workshop Invitation Types:

- 1) Funded for Travel Allotment, Accommodation and Per Diem
- 2) Funded for Travel and Per Diem
- 3) Funded for Accommodation and Per Diem
- 4) Funded for Per Diem
- 5) Virtual – no funding associated with the invitation
- 6) Non-Funded – no funding is associated with the invitation

If funding is provided in your Workshop invitation, The Canadian Cancer Trials Group will cover expenses accordingly:

- Accommodation at the Chelsea Hotel at the negotiated room rate of \$189.00 for the number of nights specified in your Invitation.
- Travel allotment as specified in your Invitation that is based on your centre location, and intended to cover all transportation costs, including parking, shuttles and applicable fees.
- A daily meal per diem for the number of days you attend the specified meeting for which you are invited.

CCTG Thursday Workshop & Spring Meeting Invitation scenarios:

Thursday Workshop invitations are independent of Spring Meeting invitations and require their own registration. If you plan to attend both, you must complete two separate registrations. If you are funded to attend a Thursday Workshop, following are the different types of Spring Meeting invitation scenarios:

- Funded Invitation to Spring Meeting: If you receive a funded Invitation with a travel allotment for Spring Meeting, your travel allotment will be provided in the Spring Meeting Invitation. No additional travel allotment will be provided for the 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 to attend Spring Meeting.
- No Invitation to Spring Meeting: If you did not receive an Invitation to Spring, you will need to request an Invitation on the [Spring Meeting webpage](#). This Invitation will be non-funded, and you will be responsible for covering the costs of additional accommodation and meals to attend Spring Meeting.