

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 three-day closed 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 webpage](#) 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 our Invitation Policy;
- 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.

5. If you should have received an e-Invitation based on our Invitation Policy e.g. 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 [Spring Meeting webpage](#), and look under the 'Registration' 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. I received a funded Invitation with a travel allotment, how was this allotment determined?

A travel allotment has been determined based on your **centre's location** and average economy travel costs gathered from Air Canada, Porter Airlines, West Jet, and Via Rail. This allotment covers all transportation expenses e.g. flights, rail, shuttles, taxis, parking, etc., but excludes accommodation and meal expenses. If your travel costs are expected to exceed the allotted amount, please contact meetings@ctg.queensu.ca to review your allotment.

8. I received an Invitation to a Thursday Workshop/Special Session, is this my invitation to Spring Meeting as well?

No, an Invitation to a Thursday Workshop/Special Session is for that Workshop/Session only and is not an Invitation to Spring Meeting. If you wish to attend Spring Meeting and have not received an invitation, you may request an invitation on the [Spring Meeting webpage](#) when the portal is available.

9. How do I attend a Thursday Workshop/Special Session?

Workshops and Special Sessions that are on Thursday, April 23rd are closed and by invitation only.

10. I received a funded invitation to a Thursday Workshop/Special Session and a funded invitation to Spring Meeting with travel allotments, can I combine the travel allotments?

No, you can only use one of the allotted amounts. They cannot be combined or transferred to another person. Attendees funded for Thursday Workshops/Special Sessions and Spring Meeting should only receive a travel allotment in their Spring Meeting invitation to cover attendance for both invitations.

11. 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 invitation has a PIN# that is specific to the registrant and linked to their Confidentiality Agreement (Undertaking).

12. 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.

13. When does the “Request for an Invitation” AND online registration close?

The “Request for an Invitation” portal on the [Spring Meeting webpage](#) closes Tuesday, April 7th. This means you have two days to register before the online registration closes on Thursday, April 9th.

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.

14. 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 located on the 2nd floor at the Chelsea Hotel.

15. 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 (subject to change):

- Thursday, April 23rd: 9:30 AM-7:00 PM --beat the Friday morning line-up and register Thursday if you are at the Chelsea.
- Friday, April 24th: 6:30 AM-5:30 PM

- Saturday, April 25th: 6:30 AM-7:30 PM
- Sunday, April 26: 7:00 AM-1:00 PM

16. What meetings can I attend?

All registered participants are welcome to attend OPEN meetings at the Spring Meeting. Closed meetings are restricted to relevant committee members or by way of invitation from the Committee Chair(s). Invitation only meetings are restricted to those who received a special invitation to attend. All meetings on the Overall Schedule of Events are marked as either “OPEN”, “CLOSED”, or “INVITATION ONLY”.

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

NO. Fully-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 Fully-Funded Invitation is NON-TRANSFERABLE).

18. Where can I view individual Meeting Agendas?

OPEN meeting agendas are linked to the online Overall Schedule of Events as they become available. You can find the Overall Schedule of Events on the [Spring Meeting webpage](#). 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.

19. 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*.

20. How do I claim CME credits?

Participants wanting to claim credits must use our CME Evaluation Program available on the [Spring Meeting webpage](#). 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).

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

Refer to our [Hotel and Travel Reimbursement Policy for Funded Participants](#). You must complete the Expense Reimbursement Form to be reimbursed. If you have questions about travel, contact cctgtravel@ctg.queensu.ca.

Send your completed claim to:

CCTG Travel

Canadian Cancer Trials Group

10 Stuart Street

Kingston, ON Canada

K7L 3N6

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

- **Travel Allotment** - You will be reimbursed according to the Travel Reimbursement Policy e.g. most economical mode of transportation to attend the meeting. Your travel allotment is to include all modes of transportation and travel costs (plane, train, automobile, parking, taxi's fees etc.)
- Travelers may obtain reimbursement for meals using per diems ONLY (no receipts 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.
- Identify and add up all HST/GST detailed on airfare invoice and input on the Expense Reimbursement Form as the Excel form will not automatically calculate.
- Ensure all copies of required receipts are legible.
- Claimants should keep a copy of their Expense Reimbursement Form and supporting documents.
- Sign your claim (do not type name in signature box) and mail to CCTG Travel
- Incomplete or inadequate claims will be returned.

CCTG is committed to ensuring that the Annual Spring Meeting of Participants is inclusive and accessible and respects the dignity and independence of persons with disabilities. If there are steps we can take to make this a more inclusive and barrier-free event, please send an email to edlia@ctg.queensu.ca.