

Policy Name: Group Meetings	Policy Number: 5.1
Section: Meetings – 5	Date Revised: January 1, 2018

5 Meetings

The purpose of meetings of the Alliance for Clinical Trials in Oncology is to provide a forum to plan, conduct, and share the results of clinical trials research with the membership of Alliance. Meetings are a necessary and vital communication function of the Alliance. Continuing medical education credits may be offered for physicians, clinical research professionals, oncology nurses, and pharmacists, when appropriate.

5.1 Group meetings

Group meetings are held on a biannual basis and are open to all Alliance members. Most disease, modality, discipline, and administrative committees meet during the three- or four- day meeting. The disease, modality, and discipline meetings are open to all attendees. Disease, modality, and discipline chairs have the option to have a closed session for their committee members in addition to the open session. This request must be communicated to the meetings manager before a meeting schedule is published. All administrative committee meetings are closed sessions and only open to committee members or invited guests. In addition, several committees may sponsor workshops and educational forums as time and space allows. The group chair sets the agenda for the plenary session.

Outside speakers may be invited to address committees, but are subject to approval by the group chair. Funding may not be available and should be verified with the Office of the Group Chair prior to committing financial support for travel and honoraria.

Alliance members receive information regarding group meetings in newsletters and on the Alliance website (<http://www.allianceforclinicaltrialsinoncology.org>). The travel policies and reimbursement forms are included on the member's side of the Alliance website under the 'Member Services' tab and the heading 'Meetings'.

5.1.1 Attendance

All members who plan to attend a group meeting should complete an online registration form. A registration fee is required for non-member attendees. Attendance records will be maintained at the Office of the Group Chair.

Attendees are welcome to go to any open session at the meeting. Attendance at closed sessions is only open to committee members or with approval from the committee chair.

5.1.2 Travel funding for group meetings

Travel funding for attendees is based on the committee rosters. A subset of committee members is selected by the committee chairs to receive funded

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travel spots and necessary staff are also funded to attend. Travel expenses for all other meeting participants are the responsibility of the participant or their institution. Non-members that have full/partial registration fee covered by the Alliance (e.g., guest speakers, other select attendees) will be given a code for use in the online registration.

5.1.3 Study accrual reports and publications

Reports summarizing the progress of active studies are generated by the Alliance Statistics and Data Center and distributed at the group meeting (at least annually). The summary also includes a listing of published manuscripts and abstracts. The primary purpose of these reports is to inform Alliance meeting attendees as well as the National Cancer Institute of the current status of Alliance research.

Policy Name: Identification of Funded Travelers and Expense Reports	Policy Number: 5.2
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5.2 Identification of funded travelers and expense reports

All committee members on a roster are eligible to be funded to attend group meetings. It will be the responsibility of the committee chairs to identify a subset of their committee roster to be funded for group meetings.

5.2.1 Committee member funding and roster updates

Committee chairs must submit the “Committee Funding Form” to the Office of the Group Chair at least three months prior to each meeting. The form includes the current committee roster as well as past funding and attendance information, where applicable. Committee chairs must submit the form with roster updates and indicate their funded travelers. Committee chairs with supplemental funding from the Alliance for Clinical Trials in Oncology Foundation should submit the names of travelers utilizing these funds at the same time.

If the form is not received by the deadline, the list of funded travelers will default to the last funded list for that committee. There will be no exceptions or changes after this date.

5.2.2 Travel funding notification

Travelers who are funded by the Alliance or Alliance for Clinical Trials in Oncology Foundation will be notified via invitation email. The invitation email will include information on arranging travel, travel policy, and reimbursement of allowable expenses.

5.2.3 Expense reports

Funded travelers must submit for reimbursement of out of pocket expenses to the Alliance within 180 days of travel. All expenses must comply with the Alliance travel policy. Expenses that do not comply with policy cannot be reimbursed and will be removed from the expense report or adjusted as needed to comply. Given the volume of expense reports, it is not always possible to notify the traveler when this occurs. The attendee will be contacted if the expense report is not completed correctly or if receipts are missing or inadequate.

Policy Name: Continuing Education (CE) Credit	Policy Number: 5.3
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5.3 Continuing Education (CE) Credit

The Alliance for Clinical Trials in Oncology offers a variety of Continuing Education (CE) credit opportunities. Through sessions occurring at the Alliance’s semi-annual Group Meetings, members can receive Society of Clinical Research Associates (SOCRA) and/or Nursing CE credit. Sessions eligible for SOCRA credits may also be eligible for CE credits from the Association of Clinical Research Professionals (ACRP). As a research based organization, the Alliance prioritizes these CE opportunities for the membership and values members’ need to develop increased skillsets to further aid in clinical research.

5.3.1 Continuing Education (CE) Requirements

Members interested in receiving CE credits must fill out the registration application and indicate credit requests prior to the Group Meeting.

CE credits are tracked through the Group Meeting registration system. CE credits and certificates may not be issued if they are not designated at the time of registration.

For sessions to count for CE credits members must ensure timely attendance at these sessions. It is the responsibility of the individual member to ensure that attendance is recorded at each session for CE credit.

In order to receive both SOCRA and Nursing credit, an additional required post Group Meeting feedback survey must be completed within 30 days of the survey’s release.

All individuals interested in CE credit must complete all required materials and/or inquire about their CE credit within 6 months of all CE credit events.

5.3.2 Continuing Education (CE) Credit Certificates

Once all the requirements for CE credits are completed, the Alliance provides members with a completion certificate stating the amount of hours/credits individuals have received.

All credit certificates will be sent out after the 30-day deadline and once participants have completed the required survey.

While the Alliance will provide a certificate citing an individual’s total CE hours/credits, it is the responsibility of the member to keep track of

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individual hours/credits and the submission process necessary for each desired CE program.