



GCIG Trial Presentation Guidelines:

Agenda Items

- **Two (2) months prior to the date of the GCIG Spring and Autumn meetings, a call for agenda items will be sent out to the GCIG Membership roster (and meeting attendees for the past 2 years) via email by the webmaster. A notification will also be placed on the GCIG website.**
 - **Agenda items must be submitted electronically at least 3 weeks prior to the meeting start date.**
 - **Agenda items not received by the deadline will be deferred to the next meeting**
- **Trials may be presented at only ONE committee or working group meeting.**
- **Trials should be presented in the site committee (ovarian, endometrium and cervix) only if it is not relevant to any other committee (Phase 2, Rare Tumour, Translational Research) or if mutually agreed on by the relevant committee chairs**
- **Three weeks prior to the meeting, agendas will be drafted based on the information received electronically and sent to committee chairs to review. Once the agenda is approved by the Committee/Working Group chair, a call for slides will be sent out to the presenters by the operations team.**

Slides

- **Any slides not received prior to the DEADLINE (one week in advance of the meeting) will not be presented at the meeting and the trial will be removed from the agenda**
- **All slides must be respectful and not include demeaning, discriminatory or potentially offensive content (i.e. no foul language, nudity, or other inappropriate content)**
- **Trial slides must be prepared using the GCIG template and contain the following:**

All trials:

- Trial name
- Trial setting: tumour type/stage
- Trial setting: tumour type/stage
- Trial Model: Academic (A) or Industry (C)
- Trial status
- GCIG Groups involved:
- Study Design:

- Sponsor(s):
- Presenter name and email:

Ongoing or new trials:

- Planned accrual:
- Current accrual:
- Other important information:

Closed trials:

- Final accrual:
- Timeline (first patient – trial closing):
- Publications:
- Planned publications:
- Planned sub-studies:

- **Slides must be reviewed by the committee chair to ensure guidelines are followed; slides that do not meet all requirements may not be presented**

Committee/Working Group Agendas

- **Presentations must follow the order as outlined below.**

1. New trial concepts:

- Concept/trial design presentation – lead group to request a time slot of 5 minutes
- Trial proposal (funded/recruiting member participation) – lead group to request a time slot of up to 12 minutes (7 for presentation and 5 for discussion/questions)

2. Ongoing trials **with** substantial NEW information:

- Lead group to request a time slot of 3 minutes and prepare up to 5 slides. Trial slides will be presented by **lead group representative**.
Note: Trials presented at the last GCIG meeting as “NEW TRIALS” are considered as “ONGOING TRIALS WITH SUBSTANTIAL NEW INFORMATION”.

3. Ongoing trials **without** substantial NEW information:

- Lead group should prepare 2 slides using the attached template. Trial slides will be presented by the **Site Committee Chair**.

4. Closed trials:

- Lead group should prepare 1 slide using the attached template. Closed trial slides will be presented by the **Site Committee Chair** as follows:
 - NEWLY closed trials since the last meeting – final accrual
 - PREVIOUSLY closed trials – presentation plan, publication status, sub-studies on-going or already accepted by the trial steering committee.