GCIG Web Meeting Guidelines

The GCIG Executive Board of Directors were in broad agreement on the importance of canceling the Spring 2020 face-to-face meeting and holding the General Assembly and the committee and working group meetings virtually in order to protect the health and safety of members and the patients they serve. The decision to cancel the spring meeting was made by the Board of Directors, after discussion with the GCIG executive committee.

Committee and Working Group Meetings

The Committee or Working Group Chair will confirm 2 months before the GCIG meeting that the Committee/WG meeting will take place. Some Committee/WG chairs may decide to cancel their meeting session.

All GCIG Committee and Working Group meetings will be held during the 2 weeks PRIOR to the June 13, 2020 General Assembly meeting.

The meetings will last no more than 1-1.5 hours.

Each Committee/WG Chair and co-Chair will be tasked with setting the agenda for their Committee/WG meeting based on the agenda items that have been submitted by way of the electronic form sent out by Operations to the GCIG Roster.

As a general statement the virtual meetings, particularly Committee/WG meetings, will largely focus on new studies/projects in development, and problem solving with less on education and training due to practical and logistical concerns. All other special sessions will be cancelled (i.e. the Young Investigators' Program, the Industry Partner/Exec Committee meeting).

GCIG Operations will facilitate the virtual meeting (Zoom format) for the Committees/WG, will provide date options to chair/co-chair for scheduling the meeting and will solicit electronically the agenda items in order to avoid overlapping content.

Each group will provide a list of group member participants, distinguishing a primary committee of participants, and a general membership list including all other participants. The list will be provided by the GCIG Group chair to the Operations at least 1 week before the WG meetings and 2 weeks before the general assembly and will contain the indications about the attendee meetings.

GCIG will utilize Zoom for all virtual meetings. For sessions that are open for anyone to call-in, GCIG Operations will post the Zoom dial in information on the website. For closed meetings, GCIG Operations will send details to each specific committee/working group.

Particular attention will be made to accommodate all time zones in choosing the time of the meetings.

Presentation slides will be collected by GCIG Operations in collaboration with the Committee/WG chairs. One week prior to the virtual meeting, the slide presentations will be made available to all GCIG members which should allow for a more streamlined presentation. In the situation where the trial PI does not want

to share the slides before/after the meeting, the presentation will be sent only to the chair who will share the screen during the meeting, and thereafter conceal the information.

The meeting schedule will be as follows:

- New trials/ideas will be presented at the beginning with 5-7 minutes presentation and 5 minutes discussion
- Ongoing trials will be presented by the chair in a general presentation (slides will be provided to the chair at least 2 weeks before the meeting). If last minute information or invitation for other group participation is requested by the PIs, he/she will have the possibility to intervene by chat during the WG chair presentation.
- Closed trial updates will be reported in the slides uploaded on the website
- The chair will be the leader of the meeting and will control the discussion (oral, chat, written questions to everybody...)
- The co-chair, will help to take notes and prepare the minutes for posting on the GCIG Website

The format of trial presentation will follow the GCIG trial presentation guidelines (attached).

General Assembly

On June 13th, the General Assembly meeting will take place. Each Committee/Working Group Chair will be given 10 minutes to summarize in 1-3 slides the most important points for communicating to the group.

The general assembly will last no more than 2.5 hours.

Attendance

Committee/Working Group Meetings: Any affiliate of a GCIG Member Group may attend any of the open Committee/WG meetings (maximum 6/meeting but it may be a different 6 at any meeting) – this will provide an opportunity for those not usually able to attend the GCIG Biannual meetings. Any discussion points must come through the GCIG Member Group Director (or proxy) by chat and these in turn will be moderated by the meeting administrator. The link for the virtual meeting will be provided to the GCIG Member Group Director and Harmonization Representative for sharing amongst your Member Group affiliates. It will also be posted on the GCIG website.

General Assembly: Each GCIG Member Group: 1 Director (or proxy), 1 Harmonization Representative, 1 other member appointed by the group director (in addition to any Committee/WG Chair or co-Chair from your member group).

Industry Partner: 1 delegate

Observer: 1 per interested party as approved by GCIG Chair

GCIG Executive Committee: All members