



GCIIG Virtual meeting guidelines for Autumn 2020

In order to protect the health and safety of the GCIIG membership, the GCIIG Autumn 2020 biannual meeting will be held as a virtual meeting. The format of the meeting will vary somewhat to that of the Spring 2020 virtual meeting.

Committee and Working Group pre-Meetings (restricted attendance):

A pre-meeting will be held for select GCIIG Committees or Working Groups during which time the Committee/WG Chair and co-Chair along with 1 delegate/GCIIG member group (to be assigned by the GCIIG Member Group Director), will discuss the agenda items put forward by the membership to determine what items require discussion at the Committee meeting. The purpose of the pre-meeting is to create an agenda for the Committee meeting by reviewing and prioritizing the presentations submitted by the membership. It is expected that new concepts, projects in development, issues such as poor accrual or protocol changes with ongoing trials and future directions will be the focus of the Committee meeting. The Committee Meeting agenda will be set based on the discussion and decisions that occur at this pre-meeting.

GCIIG Operations will solicit electronically the GCIIG Member Group delegates, the agenda items and the slide presentations for the pre-Meeting with **strict** deadlines. The slide presentations will be made available, to the pre-Meeting Committee and GCIIG rostered membership for review one week prior to the pre-Meeting. GCIIG Member Groups may elect to update their information for the pre-Meeting to the Committee Chair electronically if no delegate from their Group will be participating in the pre-Meeting. If there is embargoed or confidential trial information, the PI should share the slides with the Committee chair in confidence. These materials will not be provided on the website.

The pre-Meetings will commence October 15 and will last no more than 1-1.5 hours. GCIIG Operations will facilitate the virtual meeting (Zoom format) for the Committees/WG. There will be a set order for discussion of items during the pre-meeting led by the Committee chair and summary prepared by the co-Chair:

- New trials/ideas, triage decisions for Committee meeting
- Projects in development
- Future directions
- Ongoing trials with issues requiring discussion (accrual, new collaboration needed)
- Closed trial updates will be reported in the slides uploaded on the website



The Chair and co-Chair will prepare the final slide deck for the Committee meeting. GCIIG Operations will post the Committee/WG agendas and slide presentations on the GCIIG website prior to the Committee/WG meeting.

No pre-Meetings will occur for the business and operations Committees/WGs.

Committee and Working Group Meetings (restricted attendance):

Business and Operations Meetings will be restricted to Committee/WG members. GCIIG Operations will send the Committee/WG agenda, slide presentations and the Zoom dial in information to each specific committee/working group member.

Committee and Working Group Meetings (unrestricted attendance):

The Committee/WG meetings will focus on new concepts, ongoing development of concepts, and future directions issues with ongoing trials that need communicating or resolving.

The Committee/WG meetings will last 1-1.5 hours.

There will be no restriction on the number of delegates that may participate for any GCIIG Member Group. Restrictions on numbers of Industry Partner delegates, Liaisons and Observers will remain the same as for face to face meetings.

GCIIG will utilize Zoom for all virtual meetings. For sessions that are open for anyone to call-in, GCIIG Operations will post the Zoom dial in information on the website.

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 reported in the slides uploaded on the website unless there is an issue requiring discussion by or notification of the membership, as determined in the pre-meeting
- Closed trial updates will be reported *only* in the slides uploaded on the website
- The chair will be the leader of the meeting, will control the discussion and invite other presenters as necessary (oral, chat, written questions to everybody...)
- The co-chair will monitor the chat line to compile questions and will help to take notes and prepare the minutes for posting on the GCIIG Website



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General Assembly

The General Assembly meeting will take place on Monday, November 16, 2020. Committee/Working Group Chairs will present only if there is an item that needs to be communicated to the broad membership. There is to be no reiteration of information presented at the Committee meeting or in the uploaded slides.

The business and operations type Committees/WG will present to the membership new information and updates as necessary. They will be allowed 5 minutes each. The general assembly will last no more than 1 hour.

Attendance

Committee/Working Group pre-Meetings: The Committee Chair and co-Chair plus 1 delegate per GCIIG Member Group and the GCIIG Harmonization Committee Liaison for the Committee/WG.

Committee/Working Group Meetings: Any affiliate of a GCIIG Member Group may attend any of the open Committee/WG meetings with no restriction on the number of delegates per GCIIG Member Group.

Advocates: 1 per GCIIG Member Group

Industry Partner: 2 delegates

Observer: 1 per interested party as approved by the GCIIG Chair

Advocacy

General Assembly: Any affiliate of a GCIIG Member Group may attend any of the open Committee/WG meetings with no restriction on the number of delegates per GCIIG Member Group.

Advocates: 1 per GCIIG Member Group

Industry Partner: 2 delegates

Observer: 1 per interested party as approved by the GCIIG Chair

GCIIG Executive Committee: All members