

# RESEARCH ASSOCIATES' AGENDA

---

## THURSDAY, JANUARY 20

8:00am to 5:00pm

### Research Associates' Orientation

**Registration:** Because of space limitation, the Research Associates' Orientation will be limited to 75 registrants. Priority will be given to those who have not previously attended a RTOG Orientation and have submitted a registration form by December 2, 2004.

*Please do not make flight arrangements until confirmation of orientation enrollment is received.*

Attendance confirmations will be processed on a "first come, first served" basis only. Therefore you are encouraged to register early. The limit of 75 registrants will be enforced.

Once the course has reached capacity, a wait list will be started. After the meeting, any monies collected for the session will be promptly returned if attendance was not accepted.

#### OBJECTIVES:

1. Demonstrate a basic understanding of the structure, organization and functions of the RTOG.
2. Describe the role of the Research Associate in relation to Headquarters Data Management requirements and procedures.
3. Identify components of a successful Clinical Trial from the RTOG perspective.

---

## FRIDAY, JANUARY 21

8:00am to 10:00am

### Research Associates' Round Tables:

Planned Round Table Sessions are General Data Submission, Adverse Event Reporting, Pathology Submission, Dosimetry, Audit Preparation/Regulatory, Reimbursement. Site specific tables will include Brain, Lung, Head and Neck, and Prostate. Each round table will accommodate 10 participants. Concurrent Sessions will be repeated every 20 minutes beginning at 8:00am. All are welcome.

10:00am to 12:00noon

### Research Associates' Panel Presentation:

**TOPIC: RTOG Web Update: Electronic Registration and Data Collection Tools**

The session is open to all RTOG Research Associates and Physicians. A specific agenda will be provided in the meeting handouts. All are welcome and participation is encouraged.

12:00noon to 1:00pm

### Research Associates' Committee:

This and all future committee meetings will be held on Friday, from 12:00noon to 1:00pm, during the RTOG Semi-Annual meetings. The change was made because of scheduling conflicts on Saturday.

1:00pm to 3:00pm

### Research Associates' Scientific Session:

**TOPIC: Current Modalities Update: Primary Brain Tumors**

The session is open to all RTOG Research Associates and Physicians. A specific agenda will be provided in the meeting handouts. All are welcome and participation is encouraged.

Speakers: TBD

5:30pm to 6:30pm

### Research Associates Seminar

**TOPIC: TBD**

All are welcome and participation is encouraged.

---

## SATURDAY, JANUARY 22

1:00pm to 2:00pm

### Publications Scientific Session:

Speakers: TBD

2:00pm to 3:00pm

### Plenary Session:

Speakers: TBD

## HOTEL INFORMATION

---

### **Sheraton Wild Horse Pass Resort and Spa**

5594 West Wild Horse Pass Boulevard  
Phoenix, AZ 85070

Phone: (602) 225-0100 • Fax: (602) 225-0300  
www.starwood.com

**Reservations must be made no later than  
Monday, December 27, 2004**

The beautiful 500-room Sheraton Wild Horse Pass Resort and Spa is located in the Sonoran Desert on an expanse of rugged Arizona landscape where the ancient vistas, mountains, and roaming wild horses remain untouched. Designed to be an authentic representation of the Gila River Indian Community heritage and culture, we offer the quiet serenity created by the sages and native tribes who found haven here. We are conveniently located 11 miles from the Phoenix Sky Harbor International Airport on the Gila River Indian Community.

Our destination resort includes two distinct 18-hole Troon managed golf courses; Aji Spa, a 17,000 square foot spa with 17 treatment rooms; tennis courts; jogging trails; and the Koli Equestrian Center for riding lessons, trail rides and outdoor events. We also offer four pools with cascading waterfalls and a 111-foot waterslide designed after the Casa Grande Ruins. Enjoy the 2.5-mile replica of the Gila River that meanders through the resort grounds with scenic boat rides to the Whirlwind Golf Club and adjacent Wild Horse Pass Casino.

Starwood Turbo Net High Speed Internet Access is available in all guest and meeting rooms.

## IMPORTANT RESERVATION INFORMATION

---

- Please note that you should make your hotel reservations early to assure accommodations. You may cancel your room reservation up to 72 hours in advance of your arrival date. While RTOG has blocked an appropriate number of rooms, it does not guarantee that sleeping rooms will still be available by December 27. No hotel within walking distance is situated near the Sheraton.
- Reservations made after the cut-off date will be accepted on a space available basis and may not be at the group rate.
- All reservations must be guaranteed by a credit card or check for the first night's deposit.

Discounted room rates of \$190 single or \$210 double have been secured for RTOG attendees. To make reservations call (602) 225-0100, ask for in-house reservations, and tell them you are attending the RTOG Semi-Annual Meeting. Reservations may be made Monday through Friday 9:00am-5:00pm.

**Please Note:** Phoenix is on Pacific time until Daylight Savings Time ends and then it will be on Mountain Time.

## TRANSPORTATION INFORMATION

---

**Airline Reservations:** United Airlines and American Airlines will offer discount fares for the RTOG Semi-Annual Meeting. You will receive 5% off the lowest applicable fare including First Class, or 10% off applicable unrestricted coach fares. (Note: flights booked 60 days in advance will receive an additional 5% - 10% discount.) All tickets must be purchased 3 days in advance. Call the United meeting reservation center at (800) 521-4041 and refer to **Meeting ID code 597CF** or American Airlines at (800) 433-1790 and refer to **Star File #17538**.

**Car Rental:** Avis is the official car rental company for the RTOG Semi-Annual Meeting. Special discounted rates have been extended to all individuals attending this meeting. These rates are available one week before and after the official meeting dates. Rental includes unlimited free mileage and must be returned to same location or additional charges will apply. Call Avis at (800) 331-1600 and reference **AWD # D188948**.

Valet parking at the Sheraton is \$18.00 per day. Self parking is free.

**Ground Transportation:** Taxi fare to the hotel is approximately \$30 from Phoenix Sky Harbor International Airport.

## AMERICANS WITH DISABILITIES ACT

---

Individuals needing auxiliary aids or services as identified in the Americans with Disabilities Act, please contact Judy Brazel at 703-648-8957 or 800-227-5463, ext. 4957.