



RADIATION THERAPY ONCOLOGY GROUP

Semi-Annual Meeting

Sheraton Wild Horse Pass Resort and Spa

Phoenix, AZ

January 20-23, 2005



Radiation Therapy Oncology Group
Sheraton Wild Horse Pass Resort and Spa
Phoenix, AZ
January 20-23, 2005

Dear Colleague:

The Radiation Therapy Oncology Group's semi-annual meeting will be held January 20-23, 2005 at the Sheraton Wild Horse Pass Resort and Spa in Phoenix, AZ. Enclosed are tentative agendas for the meeting and the Research Associates' sessions. *Please review the agendas carefully. The schedule has been designed to facilitate a Saturday stayover in order to take advantage of discount airfares.*

HOTEL RESERVATIONS

Attendees are responsible for making their own reservations. Rooms are \$190 single or \$210 double occupancy plus tax. *Make your hotel reservation **immediately**. Rooms are limited and will be on a first come, first serve basis. Any reservations received after Monday, December 27, 2004 will be accepted on a space available basis and may not be available at the group rate. (We will not reimburse above the group rate.)*

PREREGISTRATION REQUIRED

Each attendee must complete the enclosed Meeting Registration Form and return it to RTOG Meeting, P.O. Box 2348, Merrifield, VA, 22116-2348, by **December 20, 2004**. Research Associates please note that if you plan to attend the Research Associates' Orientation, you must complete the enclosed Meeting Registration Form and return it by **December 2, 2004**, so that we may confirm your attendance. Space **limited to 75 participants** for this session. *You are encouraged to register as early as possible.*

REGISTRATION FEES

We do not charge a registration fee for institutional members and committee members. The registration fee for the Research Associates' Orientation is \$50. A registration fee of \$300 will be charged to each corporate attendee not exhibiting at this meeting. The registration fee is included in the exhibit fee for those corporate exhibiting attendees.

TRAVEL INFORMATION ENCLOSED

- a) Airline
- b) Car Rental
- c) Transportation Service Information

If you need additional information, please contact Linda Bomba at (215) 574-3173 or by e-mail at lbomba@phila.acr.org.

No travel will be paid for by the RTOG Operations Office unless prior approval has been given. Approval for previous meetings does not carry forward for anyone.

Sincerely,

A handwritten signature in black ink that reads "Walter J. Curran, Jr., M.D.". The signature is written in a cursive, flowing style.

Walter J. Curran, Jr., M.D., Group Chairman

NOTE:

The new process of claiming CME credit will be in place at the meeting. Details will be included in your registration packet.

RTOG

Semi-Annual Meeting

January 20-23, 2005

PRELIMINARY AGENDA

REGISTRATION

Thursday, January 20	7:00am – 5:00pm
Friday, January 21	7:00am – 5:00pm
Saturday, January 22	7:00am – 5:00pm
Sunday, January 23	7:00am – 10:00am

EXHIBITOR SCHEDULE

Friday, January 21	7:00am – 5:00pm
Saturday, January 22	7:00am – 5:00pm

THURSDAY, JANUARY 20

8:00am – 5:00pm	(C) Research Associates' Orientation † (C) Advanced Technology Consortium †
12:00nn – 1:00pm	(C) Research Associates' Orientation Lunch †
1:00pm – 5:00pm	SoCRA Examination
2:00pm – 3:00pm	(C) Research Associates' Mentors
3:00pm – 4:00pm	(C) Research Associates' Research Strategy Steering Committee
4:00pm – 6:00pm	(C) Research Associates' Steering Committee

REMINDER

Closed committee meetings (such as Research Strategy, Publications, Membership Evaluation, Executive, Quality Control, Surgical Executive, etc.) are closed to all but committee members and those formally invited by the specific committee chairs. The closed meetings will be posted as such. If you wish to attend a closed meeting, please write or call the appropriate chair. If you have any questions as to whether you should attend a particular committee meeting, call or write Thomas J. Wudarski, at (215) 574-3205 or via email at twudarski@phila.acr.org

FRIDAY, JANUARY 21

7:00am – 8:00am	Continental Breakfast
8:00am – 9:00am	Research Associates' Research Strategy
8:00am – 10:00am	Research Associates' Round Tables (C) Outcomes Steering Committee † ACRIN 6668/RTOG 0235 Working Group
9:00am – 10:00am	Research Associates' Disease Discipline New Investigators Committee
10:00am – 12:00nn	Research Associates' Panel Presentations
10:00am – 3:00pm	RTOG Biochemical Endpoints After RT for Prostate Cancer Symposium†
10:00am	Refreshment Break
10:00am – 11:00am	(C) Quality Control Committee (C) Publications Committee
11:00am – 12:30pm	(C) Membership Evaluation Committee
12:00nn – 1:00pm	Research Associates' Committee † (C) QOL Steering Committee
12:30pm – 1:30pm	(C) Quality Control/Membership Evaluation Joint Session †
1:00pm – 3:00pm	(C) Lung Cancer Working Group (Principal Investigators Only) Research Associates' Scientific Sessions (Open to All RAs and Physicians) CNS/TRP Meeting
2:00pm – 5:00pm	Patient Advocacy Training Session
3:00pm	Refreshment Break
3:00pm – 4:00pm	Pathology/Tumor Repository
3:00pm – 5:00pm	(C) Protocol Review Core Committee
3:00pm – 5:30pm	Sym Mgt (Cancer Control): CCOP Inst; Late Eff, Chemo & Sys RT
3:30pm – 4:30pm	Canadian Regulatory Meeting
4:00pm – 5:30pm	Medical Physics Committee
4:00pm – 7:00pm	(C) Head & Neck Cancer Steering Committee
5:00pm – 7:00pm	(C) RTOG Steering Committee/ RTOG Foundation Board † Patient Advocacy Meeting
5:30pm – 6:30pm	Research Associates' Seminar
6:00pm – 9:00pm	(C) Lung Cancer Steering Committee †

SATURDAY, JANUARY 22

- 7:00am – 8:00am *Continental Breakfast*
- 7:30am – 9:30am (C) **GU/TRP Committee**
(C) **Head & Neck Surgical Subcommittee**
- 7:00am – 9:30am Breast Cancer Committee
- 7:30am – 10:00am Lung Cancer Committee
- 9:30am – 10:30am Integrative Oncology Committee
(C) **Sarcoma/TRP**
- 9:30am – 11:00am (C) **Gynecology Cancer Steering Committee**
Image Guided Radiotherapy Committee (*Includes Brachytherapy*)
Outcomes Includes:
(QOL & Spec Pop; Epid; Econ)
- 10:00am – 12:00nn Head & Neck Cancer Committee
- 10:00am *Refreshment Break*
- 10:30am – 12:00nn VA/MTF Meeting
Sarcoma Committee
- 11:00am – 1:00pm Medical Oncology/Med Oncology QC †
(C) **Brain Tumor Steering Committee †**
(C) **TRP Steering Committee †**
- 12:00nn – 2:00pm (C) **Patient Advocacy Steering Committee †**
- 1:00pm – 2:00pm Publications Scientific Session
- 2:00pm – 3:00pm Plenary Session/Keynote Speaker
- 2:00pm – 4:00pm Neurosurgical Subcommittee
- 3:00pm *Refreshment Break*
- 3:00pm – 4:00pm (C) **CCOP Membership Evaluation Committee**
- 3:00pm – 5:00pm (C) **Protocol Review Core Committee**
(C) **GU Cancer Steering Committee**
(C) **GI Cancer Steering Committee**
Gynecology Cancer Committee
TRP Combined Committee Session
- 4:00pm – 5:00pm (C) **Cancer Control Research Strategy**
(C) **Surgical Quality Control Committee**
- 5:00pm – 6:30pm (C) **Full Member PI/Executive Committee**
- 6:30pm – 8:00pm RTOG Reception

SUNDAY, JANUARY 23

- 7:00am – 8:00am *Continental Breakfast*
- 8:00am – 10:00am Gastrointestinal Cancer Committee
Genitourinary Cancer Committee
Brain Tumor Committee
- 10:00am *Refreshment Break*
- 10:00am – 12:00nn (C) **Research Strategy Committee †**

(C) = Closed Sessions † = Food & Beverage will be served

N.B. Agenda assignments are subject to possible last-minute changes. Please check handout at meeting.

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.

