

**POLICY: MASCC Study Group Workshops**

**Workshop Definition:** Study Group Workshops have developed over several years and are strongly encouraged. They enable a group of MASCC SG members to spend half a day exploring a topic in more detail, in a setting that allows for more interaction with the audience. The Workshops are part of the Annual Meeting, but are not granted Continuing Education (CE) credits.

The formats of the Workshops vary. Examples include focusing on new research from junior faculty, expert panels on a given topic, case study working groups, etc. They should not be primarily didactic, but should rather take advantage of the opportunity to involve the audience in discussion. The workshops should also not focus on guideline creation. Guideline creation is covered under a separate policy on the MASCC website.

Post-workshop publications are strongly encouraged, when appropriate. A white paper or journal article should be considered as one of the outcomes of a successful workshop.

**Workshop Application:** The application for a Study Group Workshop is attached to this policy. Please complete it in its entirety and submit it to the SG Coordinator by the specified deadline (**August 17th for MASCC 2019**). The Executive Committee will review all workshop applications. The number of workshops varies from year to year, depending on space in the hosting venue. Similarly, the number of registration slots for these workshops depends on the space available at the Annual Meeting venue.

Criteria for judging the applications may include relevance or interest of topic to MASCC members, nonduplication of topics held in recent years, innovative format of the workshop, etc.

**Workshop Speakers: Up to two non-MASCC speakers per workshop are allowed**. However, these speakers should be included only when their unique qualifications or expertise cannot be found within the MASCC membership. Non-MASCC speakers are reimbursed as per the MASCC policy on Board travel reimbursement. This can be a large expense, so we ask that workshop organizers think carefully about the need for non-MASCC speakers. The Scientific Chair of the Annual Meeting may consider using these non-MASCC speakers in the main meeting, if their area of expertise fills a gap in the meeting agenda. Travel will NOT be reimbursed for MASCC members speaking at or chairing a workshop, since they are expected to attend the main MASCC meeting. Honoraria are NOT allowed. Presenters of proffered papers at a workshop, if relevant, will have to register for the MASCC meeting and pay the workshop registration fee in order to present an abstract.

**Relationship with Industry:** In line with MASCC policies regarding Industry, representatives from Industry can register for and attend workshops. Industry sponsors of workshops receive two (2) free registrations to the workshop they supported with a grant. CAC members and exhibiting companies get two (2) free registrations to a workshop of their choice.

Study Groups are encouraged to work with the Study Group Coordinator and Meeting Management Company to identify potential funding sources to support the workshops. Workshop Chairs should provide contact names at potential sponsor companies to the Study Group Coordinator for follow-up on funding. MASCC members should not contact potential supporters on their own.

It is anticipated that the budget submitted for industry sponsorship will fairly represent the expenses of the workshops. The budget should be based on a written quote by the hotel/conference center where the meeting is to be held. MASCC overhead of 40% will be included in the budget. These budgets must be reviewed and approved by the Executive Director and the Executive Committee. Excess funds after payment of bills are held by MASCC and used in accordance with MASCC policy.

Lack of sponsorship will not determine the viability of the workshop. MASCC recognizes that many worthwhile topics may not be funded by Industry.

**Miscellaneous:** A nominal fee will be charged to registrants of the workshops, as determined by MASCC and may be waived for invited workshop speakers and Workshop Chairs (Registration to the Annual Meeting is NOT waived.) This fee helps reduce “no shows” to the workshops.

A light breakfast, plus soft drinks and coffee during breaks, will be provided to workshop attendees. MASCC will also provide the meeting room space and basic AV package at no cost to the workshop organizers.

Revised 7/7/18

 **MASCC/ISOO Study Group Workshop Application**

**Instructions:** While any MASCC member can propose a workshop, they should consult the relevant Study Group Chair and have the application submitted by the SG Chair with their comments or endorsement added at the end of this application. All applications must be submitted to the Study Group Coordinator.

Workshop that link to the themes of the Annual Meeting are encouraged. The themes of the Annual Meeting are Digital Health, Treatment Toxicity, Sexual Health and Cancer Survivorship.

**Complete applications must be received by Friday 17th August 2018. Late applications will not be reviewed. Incomplete applications will also not be reviewed.**

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| **GENERAL INFORMATION** |
| Name of MASCC Member Submitting |  |
| Name of SG Chair/Co-Chair Approving Submission  |  |
| Title of Workshop |  |
| Format of the Program: Panel Discussion and Case Study (Lecture, Panel Discussion, etc.) |  |

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| **PROPOSED AGENDA WITH SPEAKER SUGGESTIONS** |
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| **EDUCATIONAL OBJECTIVES** |
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| **PROPOSED OUTCOME OF PROGRAM** *(White Paper, Guidelines, Journal Article, etc.)* |
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| **POTENTIAL SPONSORS***Please list any companies that potentially may be interested in providing grant support to this program. If known, please also add any contact names and emails that you may have at these companies.* |
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| **SG CHAIR COMMENTS** *(to be completed by the Chair of the relevant Study Group)* |
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| **PROPOSED BUDGET***Budget items* ***may*** *include any of the following: airfare/travel for non-MASCC speakers (limit 2 per program; see MASCC Study Group Workshops Policy), 1 night of room accommodations for non-MASCC speakers, breakfast for attendees, morning break for attendees, printing costs, shipping costs, etc. For submission purposes, just a list of the expenses you hope to cover will be sufficient. We will calculate your estimated budget on the basis of hotel costs, etc. Please consult with the Study Group Coordinator on any budget questions.* |
| *No.* | *Description* | *Amount*  |
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| **TOTAL:** |  |

Proposed funding for workshop:
(All proposed requests for funding will go through the MASCC office)

Please return this form to:
Leslie Johnson

Manager, Sponsor Relations & Study Group Coordinator

ljohnson@mascc.org