**The 12th Annual NCI DCEG Fellows' Training Symposium**

**"Mine the Gap: Research in Underrepresented Populations"**

Event Registration site requirements

**Primary Point of Contact (Will be responsible for any questions, delivery of final content and final approval of site functionality before launch):** Cara Murray [cara.murray@nih.gov](mailto:cara.murray@nih.gov)

**Production launch date (When registration form will be announced and open for use):** February 3, 2020

**Registration close date:** March 13, 2020

**What is your NCI Group/Organization:** Division of Cancer Epidemiology and Genetics, Office of Education

**What is the event name:** The 12th Annual NCI DCEG Fellows' Training Symposium "Mine the Gap: Research in Underrepresented Populations"

**Does your group sponsor/host any other meetings?** No

**How many pages do you need:** 1

**Do you have finalized content for each of these pages? If so, please attach below**

**What information do you want to collect on the registration page**:

We are looking for a registration form with the following information:

**First Name** (short form answer)

**Preferred Name** (short form answer)

**Last Name** (short form answer)

**Degrees** (short form answer)

**Professional Designation** (dropdown: Postbaccalaureate Fellow, Master's Level Fellow, Predoctoral Fellow, Postdoctoral Fellow, Research Fellow, Contractor)

**Branch** (dropdown: BB, IIB, MEB, OEEB, REB, CGB, ITEB, LTG, CGR, LGS)

**Email Address** (short form answer)

**Would you like to have a professional photo taken?** (Y/N)

**Would you like to have business cards created?** (Y/N)

**Would you like to present a poster?** (Y/N)

**Which of the following Roundtable topics are you interested in attending? Please select your top 3 choices**. (We are still narrowing this list down)

**Will you be attending the Social Event after the Symposium?** (Y/N)

**Which fields are required?** Required fields have been highlighted in blue in the above.

**When is the event going to happen?** March 27, 2020

**Do you have an estimated number of submissions you are going to receive?** 70

**Do you have a maximum limit to total number of submissions before the registration closes?** No

**Please provide text for when the form is closed:**

Thank you for registering for the 12th Annual NCI DCEG Fellows' Training Symposium "Mine the Gap: Research in Underrepresented Populations". We look forward to seeing you on Friday, March 27, 2020!

We will be sending a confirmation email with additional information.

**Do you want the registration form to close automatically when the max limit is reached?** N/A

**Do you want a confirmation email sent to each person who registers?** Yes

**Do you want someone on your team to be cc’ed on each confirmation email?** Yes, Cara Murray [cara.murray@nih.gov](mailto:cara.murray@nih.gov)

**Please provide text for confirmation email:**

Thank you for registering for the 12th Annual NCI DCEG Fellows' Training Symposium "Mine the Gap: Research in Underrepresented Populations". We look forward to seeing you on Friday, March 27, 2020!

If you are submitting an abstract for poster presentation, please send that information to **COMMITTEE MEMBER**.

If you have any questions about the symposium, please contact:

**2020 DCEG Fellow’s Training Symposium Planning Committee**

André Rose, Becca Landy, Jim Mai, Katelyn Connelly, Sarah Jackson

**DCEG Office of Education**

Jackie Lavigne, Diane Wigfield, Cara Murray

**We can give you access to download your data on the site in MS-Excel (.CSV) format. If you want access, we will need name/email of person who needs access to site. Usually only grant 1-2 accounts for accessing data. List any names that should have access:**

Cara Murray / [cara.murray@nih.gov](mailto:cara.murray@nih.gov)

Diane Wigfield / [diane.wigfield@nih.gov](mailto:diane.wigfield@nih.gov)