|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name (internal)** | EP GYN | **Project Code** | PB5LEP025 |
| **Project Manager** | Jae Eising | **Clinical Program Manager** | Sanneke Koekkoek |
| **Compliance** | Briana Devaser | **Editor** | Christi Gray |

Please add your content to the form below and remove any content that is irrelevant to your activity. If something gets updated, please update this document.

**\*\*\*DO NOT LIST “SEE ATTACHED DOCUMENT”.**

**This is the only copy document that should be sent to Design.\*\*\***

**Items highlighted in YELLOW should be completed by the Clinical Team**

**Items highlighted in TEAL should be determined at the Kickoff Meeting**

**Items highlighted in GREEN are the Minimum Required Sections for creating an invite.**

1. **[Title---always italicized, no bold, no quotes]**

*Expert Practice℠ in Gynecologic Malignancies*

1. **~~[Congress-Specific Statement – not always necessary]~~**

*N/A*

1. **[Date/Time---Please do not use AM or PM for Ex-US projects]**

Saturday, 25 April 2015

08.30–15.40

1. **[Location]**

La Senne Ballroom

Marriott Brussels Hotel

Rue Auguste Orts 3-7/ Grand Place

Brussels, Belgium

1. **[Meeting Overview (or Statement of Need (if PIM is CME provider)]:**

**EP Meetings:**

On behalf of Andreas du Bois, MD, PhD, and Ignace Vergote, MD, PhD, meeting chairs, we are pleased to invite you to the *Expert Practicesm in Gynecologic Malignancies* meeting in Brussels, Belgium, on 25 April 2015. During this case-based meeting, leaders in the field will discuss, in an interactive format, clinical issues encountered daily by practicing physicians.

1. **[Travel Grant Statement]**

For available travel grants, please contact [travelgrants@prIMEoncology.org](mailto:travelgrants@prIMEoncology.org).

1. **[Target Audience]**

This educational activity is designed for gynecologists, medical oncologists, radiation oncologists, surgeons, pathologists, and other healthcare professionals involved in the diagnosis and management of gynecologic malignancies.

1. **[Learning Objectives]**

After successful completion of this educational activity, participants should be able to:

* Discuss the continued evolution of personalized medicine for patients with gynecologic malignancies, including development of novel therapies and identification of therapeutic targets and biomarkers
* Identify optimal strategies for the front-line management of advanced ovarian cancer, including the use of chemotherapy, targeted agents, and neoadjuvant therapy
* Integrate recent clinical trial data and current recommendations into the treatment of relapsed ovarian cancer, including advances in chemotherapy, targeted agents, maintenance therapy, and strategies to extend the platinum-free interval
* Assess standard and emerging therapeutic options for recurrent cervical cancer and discuss their impact on patient outcomes
* Examine optimal strategies for the diagnosis and treatment of uterine sarcoma and other uterine cancers

***[NOTE: learning objectives must be specific, measurable, attainable, relevant, time limited]***

1. **[Faculty Listing---note bolding and lack of colons, alphabetical order]**

**Co-Chairs**

Andreas du Bois, MD, PhD   
Kliniken Essen-Mitte   
Essen, Germany

Ignace Vergote, MD, PhD

University Hospital Gasthuisberg

Leuven, Belgium

**Faculty**

Name Name, degree(s)

Institution

City, State or Country (if ex-US meeting, include “United States” in US faculty listings)

1. **[Agenda]**

Insert agenda here, following this style format (note the bolding, unbolding, and italics):

**Friday, 24 April**

19.30 “Meet the Expert” buffet diner

**Saturday, 25 April**

08.30 Welcome, introduction, and demographics  
*Co-Chair* and *prIME Medical Director*

08.50 Keynote lecture—Precision medicine in gynecological cancers: Current status and future directions

09.15 Audience questions and faculty comments

09.20 Case #1—Advanced ovarian cancer: Choosing front-line therapy

09.50 Audience questions and faculty comments

10.05 Case #2—Recurrent platinum-sensitive ovarian cancer: Treatment options and role of maintenance

10.35 Audience questions and faculty comments

10.50 Coffee break

11.10 Case #3—Partially platinum-sensitive disease: Extending platinum-free interval matters

11.40 Audience questions and faculty comments

11.55 Case #4—Platinum-resistant ovarian cancer: Optimizing quality of life

12.25 Audience questions and faculty comments

12.40 Lunch

13.40 Clinical opinion poll questions: Challenging the experts

14.10 Case #5—Recurrent cervical cancer: Selecting the optimal approach

14.40 Audience questions and faculty comments

14.55 Case #6—Advanced uterine sarcoma: Treatment options

15.25 Audience questions and faculty comments

15.40 Concluding remarks

1. **Provider**

This activity is provided by prIME Oncology.

1. **[Continuing Education---choose one]**

**Ex-US CME**

**EACCME and ACOE**

**Flyer (before official designation of accreditation but only after an EACCME application has been submitted)**

*An application has been made to the EACCME® for CME Accreditation of this event.*

**Flyer (after official designation of accreditation)**

*[Meeting Title]*is accredited by the European Accreditation Council for Continuing Medical Education (EACCME*®*) to provide the following CME activity for medical specialists. The EACCME*®* is an institution of the European Union of Medical Specialists (UEMS), [www.uems.net](http://www.uems.net). *[Meeting Title]* has been designated a maximum of **XX** hours of European CME credits (ECMECs). The Congress operates an honour system implying that each medical specialist is expected to claim only those hours of credit that he/she actually spent at the Congress (with a maximum of 6 credits per day, 3 for a half day).

*The Accreditation Council on Oncology in Europe (ACOE) is a multidisciplinary body of full time specialists practising in the field of oncology and all recognised for their experience in education and expertise in their field. ACOE acknowledges the quality of the scientific programme and its educational value.*

*The ACOE accreditation label provides delegates with a guarantee of a high quality and unbiased educational activity. ACOE accredited events are awarded an agreed number of CME credit points (1 CME credit per educational hour), with a maximum of 6 credits per day. ACOE works in conjunction with the European Accreditation Council for Continuing Medical Education (EACCME®) operating under the umbrella of the European Union of Medical Specialists (UEMS). EACCME® acts as a clearinghouse, facilitating the accreditation endorsement by the national CME regulatory bodies.*

*CME credits gained through participation at [Meeting Title] are recognised by most of the national CME authorities in Europe, which have agreed to cooperate in this European system. For more information on the recognition of European credits in the European Countries, please refer to the ACOE website:* [*www.acoe.be*](http://www.acoe.be) *(select ‘CME credits recognition’).Through a mutual agreement between the UEMS and the American Medical Association (AMA), the European CME credits are also recognised towards the Physician’s Recognition Award (PRA). To convert European CME credits to AMA PRA Category 1 Credits please contact AMA at:* [*www.ama-assn.org*](http://www.ama-assn.org)*.*

**Summary Book**

*[Meeting Title]*is accredited by the European Accreditation Council for Continuing Medical Education (EACCME*®*) to provide the following CME activity for medical specialists. The EACCME*®* is an institution of the European Union of Medical Specialists (UEMS), [www.uems.net](http://www.uems.net). *[Meeting Title]* has been designated a maximum of **XX** hours of European CME credits (ECMECs). The Congress operates an honour system implying that each medical specialist is expected to claim only those hours of credit that he/she actually spent at the Congress (with a maximum of 6 credits per day, 3 for a half day).

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\*\*All CME/CE verbiage should receive final approval from Regulatory/Compliance Manager

1. **Support Statement [ACCME—consult Cindy for proper verbiage and defer to BD for final approval of complete verbiage]**

This educational activity is supported by AstraZeneca and PharmaMar.

**No logos on website/flyer.**

1. **[Registration/Fee Information]**

Do not include

1. **[Disclosures---can be in much smaller font if necessary]**

**Ex-US CME**

**Flyer**

Disclosure of Relevant Financial Relationships

prIME Oncology assesses relevant financial relationships with its instructors, planners, managers, and other individuals who are in a position to control the content of CME activities. Any potential conflicts of interest that are identified are thoroughly vetted by prIME Oncology for fairness, balance, and scientific objectivity of data, as well as patient care recommendations. prIME Oncology is committed to providing its learners with high-quality CME activities and related materials that promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial entity.

Disclosure Regarding Unlabeled Use

This activity may contain discussion of published and/or investigational uses of agents that are not indicated by the US Food and Drug Administration or European Medicines Agency. Please refer to the official prescribing information for each product discussed for discussions of approved indications, contraindications, and warnings.

Disclaimer

Participants have an implied responsibility to use the newly acquired information to enhance patient outcomes and their own professional development. The information presented in this activity is not meant to serve as a guideline for patient management. Any procedures, medications, or other courses of diagnosis or treatment discussed or suggested in this activity should not be used by clinicians without evaluation of their patients’ conditions and possible contraindications or dangers in use, review of any applicable manufacturer’s product information, and comparison with recommendations of other authorities.

**Summary Book**

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The faculty reported the following financial relationships or relationships to products or devices they or their spouses/life partners have with commercial interest related to the content of this activity:

Dr XXX has disclosed \_\_\_\_\_\_. S/He has agreed to disclose any unlabeled/unapproved uses of drugs or products referenced in her presentation.

The employees of prIME Oncology have disclosed:

* Bojana Pajk, MD, MSc (medical director content reviewer/planner) – no relevant financial relationships [when applicable]
* Sanneke Koekkoek, RN (clinical content reviewer/planner) – no relevant financial relationships
* Christi Gray (editorial content reviewer) – no relevant financial relationships

Disclosure Regarding Unlabeled Use

This activity may contain discussion of published and/or investigational uses of agents that are not indicated by the US Food and Drug Administration or European Medicines Agency. Please refer to the official prescribing information for each product discussed for discussions of approved indications, contraindications, and warnings.

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1. **[Welcome/Chair Letter] used for invitation and/or email blast**
2. **[Back Page Copy] used for invitation and/or summary books**

EU Office

prIME Oncology

Schenkkade 50, Suite 16

2595 AR The Hague

the Netherlands

tel + 31.70.3067.190

US Office

prIME Oncology

Two Concourse Pkwy, Suite 270

Atlanta, Georgia 30328

United States

tel + 1.678.892.1340

www.prIMEoncology.org

About prIME Oncology

prIME Oncology is a global **pr**ofessional **I**ndependent **M**edical **E**ducation organization specializing in educational activities for physicians who treat patients with cancer. With the ultimate goal of improving patient outcomes, prIME Oncology provides evidence-based, state-of-the-art educational activities that assist oncology clinicians in making up-to-date and appropriate treatment decisions.

\*\*for Roche projects, please only use EU address\*\*

1. **[URL and Mobile App Name---give suggestions for URL name] \*\*\*Should be discussed and decided upon at the Kickoff Meeting.**

**Website URL.**

[www.prIMEoncology.org/EPGyn\_Brussels2015](http://www.prIMEoncology.org/EPGyn_Brussels2015)

**URL downloadable slides (program book)**

[www.prIMEoncology.org/EPGyn\_Brussels2015\_PDS](http://www.prIMEoncology.org/EPGyn_Brussels2015_PDS)

Page Title

Primary Keyword | Secondary Keyword

Insert Mobile App Name (restricted to 23 characters, including spaces. Conference names and abbreviations [ie, ASCO, ISHL] are appropriate to use. Do not include the location or year in the title. For Web activities, it is not necessary to include the type of activity [ie, CSP, Expert Review] in the title, as this will be indicated below the title. For Webcasts, use the same app title as was used for the live activity): **EP GYN MALIGNANCIES**

Meta Description  
This educational activity features expert in the field discussing challenging clinical scenarios, highlighting the most up-to-date state of art approach and emerging data of novel therapeutic strategies, including ongoing clinical trials.

Key Words/Key Phrases

Gynecologic malignancies

Ovarian cancer

Endometrial cancer

Cervical cancer

Biomarkers

Anti-angiogenic therapy

*BRCA* mutation

Anti-VEGF therapy

BRCA testing

Resistant/refractory ovarian cancer

HPV infection

Leiomeyosarcoma

Trabectedin

1. **[Subject Line for Email Blast]**

Join us in Brussels: Expert Practice℠ in Gynecologic Malignancies on 25 April

1. **[Email Blast Copy]**

Either list parts above that are to be included in the email blast or insert new (different) copy that is to be used in the email blast.

Example:

Title

Date/Time

Faculty

Topics

Target Audience

Learning Objectives

Continuing Education Statement

Credit Designation Statement

Disclosures

Providership (with logos)

Support (with logos\* - see Support, Section #13 for restrictions)

Fee Statement

1. **[Registration Confirmation Copy]**

N/A

1. **[Registration Confirmation Copy]**

N/A

1. **[Other]**

Please add any additional copy needed but not listed above with a description of what it is and where it is needed.

**WEB REQUIREMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name (internal)** |  | **Project Code** |  |
| **Virtual Project Manager** | Choose an item. | **Clinical Program Manager** | Choose an item. |
| **Compliance** | Choose an item. | **Editor** | Choose an item. |

**Launch Date/Internal Launch Date:**

**Project Type**

Webcast

Downloadable Slides

CD/DVD

Podcast

Other:

**Email Blast Included?**

Yes

No

Subject Line:

**Number of E-Blasts**

Only One

Two

Three  
Other Amount:

Dates to Blast or Special Requests:

**Cross Promotion**

Yes

No

If Yes, List Activities:

**Target Audience**

US  
EX-US  
Global (Both EX-US & US)  
Other or Special:

Additional Emails (Supporters?):

**Slides**

Slides Included

Yes

No

Slide Location:

Slides Available By:

**Slides Synched? (if included in webcast)**

Yes

No

**Webpage Content (All Copy)**

Content Status (Final/Approved):  
  
Content Available by:

**CME?**

Yes

No

**CME Posttest Link:**

**Webcast/PDS URL:**

**Additional Components**

Cases with Voting

Polls

Video Segmentation

Table of Contents

Other:

**Mobile App Title:**

**LIVE MEETING-ASSOCIATED VIRTUAL ACTIVITIES**

1. **[Meeting-Associated Downloadable Slides]---VERIFY with Clinical after the meeting to see what presentation are to be included**

**Downloadable Slides From [Insert Meeting Title]**

**ACTIVITY FEATURES**

[Icon] Downloadable Slides

[Insert screen shot]

**ACTIVITY OVERVIEW**

prIME Oncology invites you to view Downloadable Slides from the [title] symposium/meeting [choose one] held in San Diego, California, United States.

\*\*\*May add a “in conjunction with \_\_\_\_\_\_\_” phrase if this is from a symposium at a congress.

**PROVIDER**

This activity is provided by prIME Oncology.

**[Tab—Insert Disease Topic]**

Discussant: **Name, Degree,** Institute, City, State, Country

Topic: Insert agenda topic

Learning Objective: Insert presentation-specific objective

[insert divider line]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discussant: **Name, Degree,** Institute, City, State, Country

Topic: Insert agenda topic

Learning Objective: Insert presentation-specific objective

[insert divider line]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discussant: **Name, Degree,** Institute, City, State, Country

Topic: Insert agenda topic

Learning Objective: Insert presentation-specific objective

[insert divider line]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discussant: **Name, Degree,** Institute, City, State, Country

Topic: Insert agenda topic

Learning Objective: Insert presentation-specific objective

[insert divider line]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **[Meeting-Associated Webcast]---VERIFY with Clinical after the meeting to see what presentation are to be included**

**Insert Meeting Title**

**ACTIVITY FEATURES**

[Icon] Interactive Presentation

[Icon] Downloadable Slides

[Icon] Podcast (if appropriate)

[Icon] CME-Certified (if appropriate)

**ACTIVITY OVERVIEW**

This [CME-certified (if appropriate)] Webcast contains **video and downloadable slides** from the symposium/meeting [choose one] [Meeting Title], a prIME Oncology educational activity that was held on [insert date], in [insert location].

**TOPICS**

[Insert Agenda topic]

[*Insert presenter name and degree(s)]*

[Insert Agenda topic]

[*Insert presenter name and degree(s)]*

[Insert Agenda topic]

[*Insert presenter name and degree(s)]*

**FACULTY**

**Name, degree(s)**

Institution

City, State, Country

**Name, degree(s)**

Institution

City, State, Country

**Name, degree(s)**

Institution

City, State, Country

**TARGET AUDIENCE**

Insert target audience from live meeting

**LEARNING OBJECTIVES**

Insert objectives from live meeting [check with Clinical to see if any need to be deleted]

**CONTINUING MEDICAL EDUCATION [if applicable]**

prIME Oncology is accredited by the Accreditation Council for Continuing Medical Education (ACCME®) to provide continuing medical education for physicians.

prIME Oncology designates this live activity for a maximum of XX *AMA PRA Category 1 Credits™.* Physicians should claim only the credit commensurate with the extent of their participation in the activity.

**METHOD OF PARTICIPATION [if applicable]**

There are no fees for participating in and receiving CME credit for this activity. In order to receive credit, participants must successfully complete the online post test and activity evaluation. Your participation in this CME activity will be recorded in prIME Oncology's database. However, upon request, your CME credit certificate will be emailed to you. Technical requirements may be found under the [Terms of Use.](http://www.primeoncology.org/footer-e-pages/terms_of_use.aspx)

Links to the posttest are available on the video player pages.

In order to receive credit, participants must successfully complete the online posttest with XX% or higher.

**DISCLOSURES [if applicable]**

Insert disclosure info from the live meeting.

**PROVIDER**

This Webcast is provided by prIME Oncology.

**SUPPORTER**

Insert supporter statement from live meeting.

**ACTIVITY DATE**

Release Date

Expiration Date

**MOBILE APP VIEW ACTIVITY TEXT PER VIDEO**Insert presentation-specific text for the “View Activity” action item on the mobile app.

1. **Web Activity Page Titles**

Landing Page Title:  
Activity Page Title:

1. **Meta Description  
   (One description for each page (including landing pages and all activity pages.** This should be roughly 150 characters in length. This is the short description that will appear beneath the activity title in search results, so it should be a compelling, keyword-rich description that will encourage the user to click)
2. **Key Words and Key Phrases  
   (Please included as many key words or phrases as are associated with the activity. 15 or more is ideal. These are words or phrases that a viewer might use in a web search. Please add one key word/phrase per line) Example:***squamous cell nsclc  
   nsclc mutations  
   egfr mutations in nsclc  
   lung cancer nsclc  
   etc*
3. **[Meeting-Associated Podcast]---VERIFY with Clinical after the meeting to see what presentation are to be included**

For each presentation:

Listing: City—Disease—Presenter

Description: [Name, degree(s)], from [Institution] discusses [insert topic description].