|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name (internal)** | Gyn Dinner Symposium | **Project Code** |  |
| **Project Manager** | Elise van Spijker | **Clinical Program Manager** | Amy Furedy |
| **Compliance** | Briana Devaser | **Editor** | Trudy Stoddert |

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]**

*Integrating New Therapies Into Ovarian Cancer Management: Does* BRCA *Status Matter?*

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

*A prIME Oncology Satellite Symposium to be Held in Conjunction with the 2015 Progress and Controversies in Gynecologic Oncology Conference*

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

Friday, 16 January 2015

18.15 – 19.30

1. **[Location]**

Room: Verdi

Crowne Plaza Barcelona Fira Center

Avda Rius I Taulet, 1-3

Barcelona, Spain

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

We are pleased to invite you to our satellite symposium, *Integrating New Therapies Into Ovarian Cancer Management: Does* BRCA *Status Matter?,* to be held on Friday, 17 January 2015, at the *2015 Progress and Controversies in Gynecologic Oncology Conference* in Barcelona, Spain.

1. **~~[Travel Grant Statement]~~**

~~For available travel grants, please contact travelgrants@prIMEoncology.org.~~

1. **[Target Audience]**

This meeting is intended for gynecologists, oncologists, radiation therapists, surgeons, pathologists, and other practitioners including allied health professionals involved in the diagnosis and management of gynecologic malignancies.

1. **[Learning Objectives]**

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

* Evaluate emerging data regarding the significance of *BRCA* gene mutations in the management of advanced ovarian cancer and the role of testing for this biomarker in clinical practice
* Employ personalized treatment strategies when choosing optimal treatment regimens for patients with advanced ovarian cancer
* Integrate novel agents into the treatment algorithm for patients with advanced ovarian cancer

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

**Chair**

Nicoletta Colombo, MD

University of Milano-Bicocca

European Institute of Oncology

Milan, Italy

**Faculty**

Judith Balmaña, MD, PhD

Vall d’Hebron University Hospital

Barcelona, Spain

Jonathan Ledermann, MD, FRCP

UCL Cancer Institute

University College London

London, United Kingdom

1. **[Agenda]**

Welcome and introduction

*Nicoletta Colombo, MD*

18.15 Clinical vignette

18.20 Advanced ovarian cancer: Why should I recommend *BRCA* testing?

*Judith Balmaña, MD, PhD*

18.35 Ask the experts

18.40 Clinical vignette

18.45 Personalizing treatment of relapsed ovarian cancer: What is the evidence?

*Jonathan Ledermann, MD, FRCP*

19.00 Ask the experts

19.05 Clinical vignette

19.10 A look to the future: How to integrate new agents into the current treatment algorithm?

*Nicoletta Colombo, MD*

19.25 Ask the experts

19.30 Concluding remarks and adjourn

1. **Provider**

This activity is provided by prIME Oncology.

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

**Royal College of Physicians:**

This activity has been awarded 1 category 1 external CPD credit by the Royal College of Physicians (UK). Delegates are reminded that a maximum of 6 external CPD points may be counted for educational activity on any one day.

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.

\*\*Only include logos on cover of print collateral if we include the accredited provider/joint providers logos as well.\*\* **[logos can only be included if they do not violate any of the rules and regulations below]**

**ACCME**

Effective June 1, 2014, any and all ACCME-accredited activities are prohibited from using any corporate logo as an acknowledgement of support.

Educational materials that are part of the CME activity cannot contain corporate logos of an ACCME defined commercial interest.

**EACCME**

Logos are only permitted if they do not violate the following restrictions:

* Industry **names/logos** may also **not** appear in the vicinity of the EACCME accreditation statement.
* Commercial adverts may **not** be printed on the second (inside front cover) page and inside the first section (scientific/educational information section) of the programme booklet.
* Supporters’/Sponsors’ **names and logos** may **not** appear on the front cover of the programme or the homepage/landing page of the activity.
* The display of brand **names** and/or individual **logos** can**not** be in the scientific lectures or scientific programme.
* Any acknowledgement of commercial supporters/sponsors must be placed on a separate tab or a separate page (not in the scientific/educational section) dedicated to their acknowledgement.
* Supporter/sponsor name/logo must remain completely separate from the scientific agenda, accreditation statement, faculty, etc.
* Within the scientific programme and overview, sponsored symposia **must be identified** as such, but the names of the sponsors must not be mentioned, neither the details such as title, speakers, etc.  You therefore indicate them with a formula such as “industry-sponsored symposium”; Within this first “scientific” section, must not appear adverts, acknowledgements of sponsors etc.
* Acknowledgement of sponsors, where **names and logos** of sponsors **may** appear in the second section of the programme booklet (completely separate from educational/scientific/accreditation material)

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

Insert Registration/Fee copy here.

Example:

There is no fee for this activity and preregistration is not required; however, space is limited. Dinner will be served.

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**

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.

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 Colombo has disclosed that she has received honoraria or consultation fees from Roche, PharmaMar, Amgen, Merck, GlaxoSmithKline, AstraZeneca, and MSD. She has agreed to disclose any unlabeled/unapproved uses of drugs or products referenced in her presentation.

Dr Balmaña has disclosed that she has received .. She has agreed to disclose any unlabeled/unapproved uses of drugs or products referenced in her presentation.

Dr Ledermann has disclosded that he he has received …. He has agreed to disclose any unlabeled/unapproved uses of drugs or products referenced in his presentation.

The employees of prIME Oncology have disclosed:

* Bojana Pajk, MD, MSc (clinical content reviewer/planner) – no relevant financial relationships
* Amy Furedy, RN, OCN (clinical content reviewer/planner) – no relevant financial relationships
* Trudy Stoddert, ELS (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**

We are pleased to invite you to *Integrating New Therapies Into Ovarian Cancer Management: Does* BRCA *Status Matter?,* a prIME Oncology satellite symposium to be held in conjunction with the *2015 Progress and Controversies in Gynecologic Oncology Conference* in Barcelona, Spain, on 16 January 2015.

We look forward to welcoming you to this symposium.

Sincerely,

Nicoletta Colombo, MD

Chair

1. **[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.**

Insert URL here.

www.prIMEoncology.org/DinnerSymposium\_Barcelona\_2015

\*\*Note: Do not include the name of the congress or society in the URL.

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):

Gyn Congress Dinner Symp

Meta Description  
*Integrating New Therapies Into Ovarian Cancer Management: Does* BRCA *Status Matter?* is a prIME Oncology satellite symposium held in conjunction with the *2015 Conference on Progress and Controversies in Gynecologic Oncology* in Barcelona.

Key Words/Key Phrases

ovarian cancer

BRCA

BRCA mutation

BRCA-related ovarian cancer

BRCA 1/2

PARP inhibitor

olaparib

genetic mutation

genetic testing

serous ovarian cancer

germline mutation

platinum-based therapy

homologous recombination

genetic counseling

DNA damage repair pathways

Platinum-sensitive

Partially platinum-sensitive

Platinum-resistant

Treatment algorithm

Bevacizumab

Maintenance

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

A. Integrating New Therapies Into Ovarian Cancer Management: Does BRCA Status Matter?

B. Join Us in Barcelona for an Ovarian Cancer Dinner Symposium on BCRA Status

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 Statemen

1. **[Registration Confirmation Copy]**

Insert Registration Confirmation Email copy here.

Thank you for registering for *Integrating New Therapies Into Ovarian Cancer Management: Does* BRCA *Status Matter?*

16 January 2015

Room: Verdi

Crowne Plaza Barcelona Fira Center

Avda Rius I Taulet, 1-3

Barcelona, Spain

For questions, please email: [elise.vanspijker@prIMEoncology.org](mailto:elise.vanspijker@prIMEoncology.org)

1. **[Registration Confirmation Copy]**

You have cancelled the registration process. None of your information has been captured. To register, please return to the meeting home page.

If you experience difficulty registering, please contact the meeting organizer at info@prIMEoncology.org.

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].