|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name (internal)** | EP Lung Prague | **Project Code** | PB4LEP |
| **Project Manager** | Saskia Speth | **Clinical Program Manager** | Sanneke Koekkoek |
| **Compliance** | Briana Devaser | **Editor** | Choose an item. |

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 Practicesm in Lung Cancer*

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

*~~Insert Congress-Specific Statement Here~~*

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

Saturday, 13 December 2014

08.30 –15.40

1. **[Location]**

andel’s Hotel Prague

Stroupežnického 21

150-00 Prague, Czech Republic

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

**EP Meetings:**

On behalf of Solange Peters, MD, PhD, meeting chairman, we are pleased to invite you to the *Expert Practicesm in Lung Cancer* meeting in Prague, Czech Republic, on 13 December 2014.

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.

1. **[Target Audience]**

This educational activity is intended for medical oncologists, radiotherapists, thoracic surgeons, pulmonologists, pathologists, and other healthcare professionals interested and/or involved in the treatment of patients with non-small cell lung cancer (NSCLC).

1. **[Learning Objectives]**

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

* Evaluate lung cancer biomarkers to inform choice of treatment strategy for NSCLC, including optimal methods for tissue sampling, analysis, and evaluation of results
* Identify the role of immunotherapy in lung cancer, in particular the role of checkpoint inhibition, and evaluate efficacy and safety of these treatments in NSCLC
* Adopt a multidisciplinary approach for the care of patients with lung cancer
* Evaluate and incorporate the latest clinical trial data describing the use of chemotherapy and targeted agents in the choice of first-line, second-line, and maintenance therapy in lung cancer
* Recognize the emerging treatment options for squamous cell NSCLC in order to provide best care for patients with these forms of lung cancer

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

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

**Chair (or Co-Chairs)**

Solange Peters, MD, PhD

Multidisciplinary Oncology Center Lausanne

Lausanne, Switzerland

**Faculty**

Benjamin Besse, MD, PhD

Institute Gustave Roussy

Villejuif, France

Anne-Marie Dingemans, MD, PhD,

Maastricht University Medical Center

Maastricht, the Netherlands

Wolfgang Jungraithmayr, MD, PhD

University Hospital Zurich

Zurich, Switzerland

*Additional faculty to be confirmed.*

1. **[Agenda]**

**Friday, 12 December**

19.30 Reception followed by buffet dinner

**Saturday, 13 December**

07.30 Breakfast

08.30 Welcome, introduction, and demographics

*prIME Medical Director and Solange Peters, MD, PhD*

08.50 The role of pathology in the era of targeted therapy

09.15 Audience questions and faculty comments

09.20 Keynote lecture—Immunotherapy: A step forward in treatment of advanced non-small cell lung cancer (NSCLC)

09.45 Audience questions and faculty comments

09.50 Case #1—Stage III NSCLC: What’s the best multimodality approach?

10.35 Audience questions and faculty comments

10.50 Coffee break

11.10 Case #2—Advanced NSCLC: Treatment strategies in the absence of targetable driver mutations

11.40 Audience questions and faculty comments

11.55 Case #3—EGFR-mutated advanced NSCLC: Evaluating treatment options

12.25 Audience questions and faculty comments

12.40 Lunch

13.40 Clinical opinion poll questions: Challenging the experts

14.10 Case #4—Adenocarcinoma with EML4-ALK rearrangement: Selecting optimal approach

14.40 Audience questions and faculty comments

14.55 Case #5—Squamous cell lung carcinoma: The changing treatment paradigm

15.25 Audience questions and faculty comments

15.40 Concluding remark

1. **Provider**

This activity is provided by prIME Oncology.

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

**No CME**

Do not include a Continuing Education Statement.

\*\*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 F. Hoffmann-La Roche Ltd. and Foundation Medicine.

\*\*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]**

**No 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 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 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: [[note: for Roche activities, only list Bojana, Trudy, and Regulatory/Compliance Manager]]

* Bojana Pajk (medical director content reviewer/planner) – no relevant financial relationships
* Trudy Stoddert (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**

Welcome to

Expert Practicesm in Lung Cancer

13 December 2014

Prague, Czech Republic

Dear Colleagues,

On behalf of Solange Peters, MD, PhD, meeting chairman, and together with the entire prIME Oncology team, we welcome you to the *Expert Practicesm in Lung Cancer* meeting. We are pleased that you could join us, and we hope that our interactive format will provide useful and practical information for your clinical practice.

prIME Oncology is an organization whose mission is to provide timely, state-of-the-art information to healthcare professionals involved in the care of patients with oncologic or hematologic diseases. We offer interactive live meetings, satellite symposia, streaming online interviews with international experts, and online case-based discussions. Please visit our Website at www.prIMEoncology.org for details regarding our activities and/or information on how to join our growing European network.

We appreciate your attendance and welcome your active participation, comments, and suggestions.

Sincerely,



Bojana Pajk, MD, MSc

Medical Director

prIME Oncology

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

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.

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

**For website**

www.prIMEoncology.org/EPLung\_Prague2014

**For program book:**

Slides will be available for download in late January 2014 at ww.prIMEoncology.com/eplung\_Prague2014\_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 Lung Prague

Meta Description  
**(**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)

Key Words/Key Phrases

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

A. Join us in Prague for Expert Practice in Lung Cancer on 13 December

B. Insert Email Blast Subject Line B copy here.

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 [*Title*].

[Date/Time]

[Location]

[Insert additional instructions, shuttle info, etc.]

For questions, please email: [insert email address].

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]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*Just use the CME section below from the Webcast section for an ACCME-certified PDS\*\*\*

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].