

Minutes of the PTCOG (47) Steering Committee

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Hyatt Regency Jacksonville Riverfront, Jacksonville, Florida, U.S.A.

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<Major decisions are highlighted in blue.>

1. Agenda

The chairperson, Dr. Tsujii, presided at the Steering Committee. The previously distributed agenda was followed.

2. Report on preparatory status of the PTCOG 47

Dr. J. Palta reported the progress of the current PTCOG 47 meeting. As the preliminary number of participants for the Educational Workshop, 383 were pre-registered, additionally 31 were registered onsite, and 40 did not attend, which makes the number of participants around 390 in total. For the scientific session, around 580 were registered and 30 exhibitors did attend.

3. Report on the PTCOG Finances

Mr. M. Jermann, Treasurer, reported the annual financial statement. The total amount of the asset accumulated before the PTCOG 47 was CHF 95,447.38 (almost over US\$90,000 in current rate). From Wanjii meeting, CHF13,124.08 was added. So far, the asset has not been spent for administration. The financial statement was approved and endorsed for the Annual Meeting by the Committee.

External audit report would be presented at the scientific meeting and will be published at the PTCOG webpage.

4. Report on the travel fellowship selection

Names of the contributors were presented and the Committee thanked industrial companies for their donations. Out of 15 applicants, 12 fellows from 7 countries were selected for participation in this meeting, but one of them cannot attend the meeting due to a problem in obtaining VISA. (Last year, there were 20 applications.)

Regarding financial status, \$16,000 was spent for PTCOG47, and \$7,200 was left. We expect other donation to be added.

5. Report of Educational Workshop (EW) Sub-Committee

Drs. A. Mazal and E. Hug presented the results of the Sub-Committee followed by a discussion.

The formation of a program committee, which is composed of eight members: Drs. Markus Fitzek and Hanne Kooy, two chairpersons of the Sub-Committee, two representatives from the next host, Heidelberg, and two representatives from the previous host, Florida, were proposed and the Committee approved those members.

It was confirmed that one EW per year should be held attached to the annual scientific meeting of PTCOG. Duration will be 2.5 days for basic subjects and half a day for specific topics.

The Sub-Committee requests an additional educational course on more specific topics separated from annual EWs.

The Sub-Committee asked whether to set a limit on the number of participants, and the Committee agreed to continue to accept a large number of participants to meet the demand at least for a couple of years. However, it was recommended that an afternoon session with fewer participants, like 50 people should be held. It was also suggested to set a limit to the number of participants from one company.

The organizer in Florida paid for accommodations of faculties, and the balance of this year became negative. In order to reach the break-even point, the estimated registration fee would be \$150-175 in case it took place in USA. It was proposed to increase the registration fee so as to reach the break-even point and the Committee agreed on this policy. The Local hosts should make a proposal on the registration fee to the Sub-Committee each time.

Regarding the contents of EW, there is a need for paper copies for course books. The Sub-Committee would remind speakers not to present only their own results. Coordination among contents of each faculty is also important. Making a syllabus can be an option in the future. Evaluation of the student, or examination, is proposed and it should be tried at the next EW. Contents of EW need stability and 60-70% of them should be on basic subjects.

A member indicated that many participants have an interest in basic subjects at ESTRO courses.

It was agreed that invitation letters to speakers should be sent from the program committee which includes the local host.

6. Report of Publications Sub-Committee

After the last PTCOG, volunteers for the Sub-Committee were invited and Drs. A. Smith and E. Blomquist had become the Co-Chairpersons; Drs. T. Bortfeld, T. Delaney, E. Hug, M. Kumada, and T. Ogino, were appointed as the members. The Co-Chair presented the result of the Sub-Committee followed by a discussion.

A Task Group (TG) for "Radiation Protection and Shielding for a Particle Therapy Facility" were formed, and Dr. N.E. Ipe was selected as a group leader. Six members were also selected. A draft outline of the report was presented at the Sub-Committee. The report will be published as an electronic publication in a year. It is necessary to avoid overlap with publications of other organizations such as AAPM. Contacts with those organizations were encouraged.

To facilitate the activity of TGs, the Sub-Committee suggested allocating \$1000 automatically for each activity such as this TG. It was noticed that some support to the TG had been already allocated after an e-mail consensus and this will be an additional support. If the budget need exceeds this amount, TGs will need to ask the Sub-Committee. Meetings can be held for TGs with good justification but meetings on the Internet were preferred. The automatic allocation of \$1000 was decided by the Committee.

A new TG for "QA of commissioning TPS for particle therapy" was proposed. Although a communication with AAPM is necessary to avoid overlap, the Committee approved the new TG and starts an invitation for the members of the TG. The general process to make a TG is: 1. Proposal to the Sub-Committee, 2. Decision at the Steering Committee, 3. Assignment of members.

7. Possible involvement of PTCOG in the International Particle Clinical Trial proposed by the NCI

Dr. A. Smith explained the progress. NCI had asked a potential involvement of PTCOG to clinical trials in a way of special sessions for education on clinical trials such as standardization, techniques, scoring etc. There will be a possible financial support from NCI although the mechanism of the support from NCI is not known. The trial can be international and not limited in USA. Several ways of involvement and a role of PTCOG were discussed. There were general hesitation on the part of PTCOG to exceed its educational role and opposition to the formation of a review document. Formation of Research Sub-Committee was proposed but not decided. The Committee decided to wait if NCI ask officially to participate and to consider the mechanism once there would be a proposal. Dr. Smith will continue to contact them and keep the Committee informed.

8. Decision on hosting of PTCOG50

The hosts of two more meetings had been already decided:

PTCOG48 (2009) ----- Heidelberg Univ., Germany

PTCOG49 (2010) ----- Gunma Univ. - NIRS, Japan

There were four host proposals for 2011: from Pennsylvania, Seoul, Essen, and St. Louis; one for 2012 from Marburg; and one for 2013 from Uppsala. After presentations from each institute, the University of Pennsylvania, Medical Center, USA, was elected the host of the meeting in 2011 by vote.

9. Recommendation of honorary members

Current Honorary Members are: Drs. H. Suit, M. Goitein, K. Kawachi, B. Gottschalk, A. Koehler, M. Raju, J. Slater, D. Miller, J. Castro, B. Chu, and Y. Akine. There was no additional nomination this year.

10. Announcement by the host of the next PTCOG meeting

The host of the next PTCOG 48 meeting, Heidelberg in Germany, presented the plan. PTCOG 48 is to be held from 21-25 September 2009 in Heidelberg. (After the meeting, Heidelberg announced that they have to shift PTCOG 48 to Sep. 29 - Oct. 3, 2009.) The Focus would be on combination multimodality treatments. Considering the increase of presentations at the meetings, an extension of the meeting period was suggested and will be considered.

11. Others

A proposal to change the name of PTCOG to a society was raised by Drs. T. Kamada and T. Nakano, and Dr. Nakano explained the reason. Considering that there would be many barriers to be solved for becoming a society, it was recommended by Dr A. Smith that the Chairman would appoint a special committee to make recommendations to the PTCOG Steering Committee about taking the organization to the next level, i.e., to a formal society. This would necessitate the adoption of bylaws that would include, among other things: 1) purpose of the society; 2) description of officers of the society, their terms of office, methods of elections, etc.; 3) description of types of membership (full, honorary, student, etc.) and requirements for each membership class; 4) dues for membership; and other items. This was a recommendation only and it was not voted on.