



Guidelines for BIG Official Representatives

Each Group that joins BIG is required to designate an “official” representative. While in general this is one person, the group may decide that it is more practical to designate two individuals (“co-official representatives”), e.g., one with clinical and the other with operational expertise, or two people who can alternate attending meetings to share the responsibility. Under normal circumstances, your group will be an “Effective Member” of BIG, meaning that your group has voting rights. In this case, co-official representatives would together have just one vote on behalf of the group. In case your group has “Adherent Member” status, the official representative (or co-official representatives) has all the same rights as other BIG members, except to vote.

Responsibilities for BIG official representatives include:

1. Attending all or most scientific and general assembly meetings
2. Serving as main contact for BIG HQ, e.g.
 - Responding to all meeting invitations and participating in most meetings. If unable to attend a general assembly meeting, appointing a delegate
 - Providing information about the group as requested by BIG HQ for BIG’s website, newsletters and other purposes
 - Reporting any changes to his/her group’s organization (e.g., changes to representatives; address including telephone and email, website, etc.)
 - Responding to surveys about BIG studies in development in a timely manner and, once having expressed interest, interacting actively with BIG HQ during the study set-up phase
 - Participating in other surveys or consultations coordinated by BIG HQ (e.g., on member satisfaction)
 - Participating in electronic voting (if group is Effective Member)
 - Ensuring that the BIG logo and other relevant information (as provided by BIG HQ) is available and kept updated on the group’s website
 - Distributing other information provided by BIG HQ to its members

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BIG Meetings:

Meeting types	<ul style="list-style-type: none"> •<i>scientific</i>: to discuss new/recent study proposals, ongoing studies; related task forces, issues 	<ul style="list-style-type: none"> •<i>general assembly</i>: to discuss and make decisions about the mission/ strategy of BIG, its finances, annual reports, membership and statutes 	<ul style="list-style-type: none"> •<i>teleconferences/webex</i>: may be held ad hoc to discuss urgent scientific (e.g., in the development phase of a particular study to discuss trial design, logistics, etc.) or other issues 	<ul style="list-style-type: none"> <i>taskforces/working groups</i>: face-to-face meetings or teleconferences
Timing of meetings	<ul style="list-style-type: none"> •<i>scientific</i>: 2x year, normally in Sept / Oct (during ESMO) and March/April (e.g. St Gallen, EBCC) 	<ul style="list-style-type: none"> •<i>general assembly</i>: 1x year face-to-face, during ASCO; or exceptionally during another meeting or by TC or e-mail consultation or vote (e.g., new memberships, urgent policy issues); 	<ul style="list-style-type: none"> •<i>teleconferences/webex</i>: ad hoc, depending on studies under discussion 	<ul style="list-style-type: none"> <i>taskforces/working groups</i>: ad hoc
Attendance by whom?	<ul style="list-style-type: none"> •<i>scientific</i>: official representative or his/her substitute; nonvoting representatives (e.g., depending on expertise for a particular study being discussed) 	<ul style="list-style-type: none"> •<i>general assembly</i>: official representative or his/her substitute; if not attending, representative must inform the BIG HQAND designate a substitute 	<ul style="list-style-type: none"> •<i>teleconferences/webex</i>: same as for scientific meetings 	<ul style="list-style-type: none"> <i>taskforces/working groups</i>: taskforce members
Preparation for meetings? <i>NB. All participants:</i>	<ul style="list-style-type: none"> • <i>scientific</i>: Official rep (or responsible group investigator) informs BIG HQ (no later than 6 weeks prior to the meeting) if his/her group 	<ul style="list-style-type: none"> •<i>general assembly</i>: If official representative wishes to have a particular issue discussed during the meeting, he/she informs the BIG HQ (as soon as possible but no later than 	<ul style="list-style-type: none"> •<i>teleconferences/webex</i>: Official or other group representative should be able to discuss any questions that have arisen in his/her group about a 	<ul style="list-style-type: none"> <i>taskforces/working groups</i>: as agreed within the taskforce / working group

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<p>Review of agenda and background documents made available in preparation for a meeting</p>	<p>wishes to present a study concept that could be suitable to be run under the BIG umbrella and supplies BIG HQ with a) a study synopsis , if available; and /or b) a short slide set summarizing the study concept so that it may be reviewed by the BIG Executive Board to determine whether could be suitable for the BIG network (please note that very early phase trials or trials that can easily be conducted by 1 group only will not be considered) A request can also be made to present the concept directly to the BIG EB during one of their teleconferences or face-to-face meetings. The BIG EB must approve the suitability of the concept for presentation during the Scientific Meeting.</p>	<p>1 month before the meeting).</p>	<p>particular study.</p>	
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Group interest in BIG Studies:

1. In general, **participation will be by group**, not individual centers/investigators (exceptions may be allowed, but this will depend on the particularities of the trial)
2. BIG official representatives are responsible for
 - a. ensuring that interest in BIG studies is assessed within their respective groups and
 - b. reporting decisions to the BIG HQ in a timely manner.
 - c. If confirmed as interested, interacting with BIG HQ to resolve all matters related to study set-up for the group