
GROUP MEMBERSHIP APPLICATION FORM

Please print clearly or type

Please note that to be considered for membership, your group must already be active in breast cancer research or must be developing the infrastructure to do so. As a general rule, BIG admits only academic, non-for-profit entities as members, but specific cases may be considered.

I. General information about your group

A. **Full name of your group:**
(e.g., *Breast International Group*)

Group acronym:
(e.g., *BIG*)

B. **Group status:** *de facto* association
(Please check those that apply) Legal entity
 Not-for-profit structure
 For-profit structure

Please provide a copy of your articles of incorporation / statutes (in English or French translation if possible).

In case of a for-profit structure, please describe in detail (e.g., rationale for the structure, who are the shareholders, how is the profit used). Add additional pages as necessary.

C. **Complete registered address of your group:**

D. **Website:**

II. Group representatives

A. Please designate an official representative for your Group in BIG

Important considerations for selecting your official representative:

- Your group must select an official representative who will act as the main contact between your group and BIG Headquarters (HQ) and will receive all correspondence from BIG HQ. In specific cases, two individuals may serve as co-official representatives and share the responsibility.
- The official representative must have the authority to take decisions on behalf of your group and vote. If there are co-official representatives, together they will have 1 vote.
- The official representative may be someone other than the chair of your group or the person submitting the application.
- The official representative must have the time to dedicate to BIG activities (e.g., attending scientific meetings and general assemblies, responding to BIG HQ surveys and queries, etc). Please note that BIG holds its meetings during conferences such as EBCC, the St-Gallen Breast Cancer Conference, ESMO, ASCO and SABCS. Unfortunately, BIG does not have funds available to support the travel of its members to these events.

For information about how BIG is governed, and the roles of BIG member groups within that structure, refer to BIG's *Articles of Incorporation* (Appendix 1) and the *BIG Governance Manual* (Appendix 2), which includes BIG-02.5 General Assembly / Member Groups Charter, BIG's Mission and Principles of Research Conduct (Policy BIG-01) and BIG's Code of Conduct (Policy BIG-19), among others.

The role and duties of the official representative are further detailed in the *Guidelines for Official Representative* document (Appendix 3).

It is essential for BIG member groups and their representatives to be familiar with these documents and their content, so thank you for ensuring that they are read carefully.

Please identify your official representative (i.e., who can vote on behalf of your group)
(please duplicate this section if you intend to have two individuals acting as co-official representatives):

Full name:

Title (e.g., Dr, Prof, Ms, Mr) :

Function (e.g., Head of Oncology...):

Primary area of expertise (e.g., oncology, surgery, clinical trial operations, pathology ...):

Address:

Telephone:

Email:

Personal assistant contact information (this person will be copied in all communications to the official representative):

Full name:

Telephone:

Email:

B. Operational representative of your group

If you do not designate a co-official representative of which one is an expert in clinical trial operations, it is highly recommended to also appoint a non-voting representative who has this expertise and responsibility in your group. This person will receive all correspondence from BIG HQ and will also be invited to attend BIG Scientific and General Assembly meetings.

Full name:

Title (e.g., Dr, Prof, Ms, Mr):

Function (e.g., Head of Clinical Operations...)

Address:

Telephone:

Email:

C. Other representatives

As a general principle, participation in BIG meetings will be restricted to your (co-)official representative and non-voting clinical operations representative. This is to help BIG manage the size and limit the costs of its meetings. Any requests for other members of your group to participate in BIG meetings must be approved in advance by BIG HQ.

III. Group Description

Please provide a description of your group (on separate page[s]). Relevant information includes the following:

- How it is organized and governed
- What is its clinical trials management infrastructure (e.g., data management; ability to sponsor trials; ability to manage regulatory / ethics committee submissions; ability to contract with and pay sites; set-up for pharmacovigilance, monitoring, etc)
- Your group's track record in breast cancer clinical trials
- Number of hospitals affiliated with your group
- The countries in which your group is active
- If a for-profit entity, please provide all relevant detail (see also section I)

Please provide relevant supporting documents, including a copy of your group's articles of incorporation / statutes (in English or French if possible) and recent publications.

IV. Request for membership

Before submitting your application and joining BIG, please review BIG's Mission Statement (Appendix 4), which represents the BIG philosophy and principles of research conduct, and all other documents mentioned in section II. It is essential that BIG member groups adhere to the principles described therein.

If you are submitting this application on behalf of the official representative of your group identified at point II, please ask him/her to sign (or, if there will be co-official representatives, have both sign and adapt the next paragraphs accordingly).

I, the undersigned, *(Title, Full name)* as representative of *(Name of the Group)*,
located in *(City, Country)*, hereby request that *(Name of the Group)* be admitted as a
member of BIG..

I have read and understood the BIG's Articles of Incorporation (statutes), Governance Manual, Guidelines for Official Representatives, and Mission Statement, and declare my agreement with the provisions set forth therein.

Signed _____ on behalf of *(Name of the Group)* .

Date

V. Membership contribution

If your application for membership is approved by BIG's General Assembly, your group will be required to pay an annual membership fee. At present, the amount is under discussion, but it is expected to range between 100 Euros and 4.000 Euros per year and be proportional to the amount of funding the group received from BIG (for work in management of or participation in BIG trials) during the just prior year. You will be notified in writing about the General Assembly's decision about your application and, if affirmative, about the amount of the membership fee.

On behalf of *(Name of the Group)* _____, I *(Title, Full name)* _____ agree with this provision.

Signed _____ Date _____

Form submitted by:
Full name:

Kindly email or mail the completed form and possible annexes to:

Carla Saravia
Meetings Coordinator / Office Administrator

Breast International Group (BIG)-aisbl
76 Boulevard de Waterloo
1000 Brussels
Belgium

Tel: +32 2 486 1602
Email: carla.saravia@bigagainstbc.org

If you have any questions about the application, do not hesitate to contact Ms Carla Saravia.

Appendices:

- 1. Articles of incorporation (statutes)
- 2. Governance Manual
- 3. Guidelines for Official Representatives
- 4. Mission statement