Guidelines for Official Representatives

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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 nominate members to the BIG Executive Board, and 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 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
**BIG Meetings:**

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<thead>
<tr>
<th>Meeting types</th>
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<td><em>general assembly</em>: to discuss and make decisions about the mission/ strategy of BIG, its finances, annual reports, membership and statutes</td>
<td><em>virtual meetings</em>: 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</td>
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  - taskforces/working groups: as agreed within the taskforce / working group
available in preparation for a meeting

| 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 virtual or face-to-face meetings. The BIG EB must approve the suitability of the concept for presentation during the Scientific Meeting. |

**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