

Standard Operating Procedure
for Organizing the
Annual CCR-FYI Colloquium

Updated August 2017

OVERVIEW OF RESPONSIBILITIES

The responsibilities for the Colloquium subcommittee members have been split up. Please read the responsibilities closely and pick the area you would like to work on. You may delegate most of the tasks assigned to you but you are still responsible for making sure it gets done in a timely fashion. Request help from the rest of the Steering Committee members as and when needed. All members should also be attending the regular monthly Steering Committee meetings.

- 1. Chair.** S/he will be the point person. Typically, this should be a senior member who has assisted in or at least attended one Colloquium. S/he will devote the most time and will be in charge of delegation of jobs and management of people. All colloquium sub-committee members will keep the Chair in the loop (cc on emails and brief after phone calls) on all the important communications so s/he will know everything that is going on. This person will work closely with CCR-FYI chair and prior Colloquium chairs. There are generally two co-chairs to ease the responsibilities of this role. Chair duties include:
 - Compile and distribute agenda for monthly colloquium meetings. Report progress during steering committee meetings.
 - Select/Invite keynote speakers, Outstanding Postdoctoral Fellow, and Outstanding Post-Graduate Trainee.
 - Determination of a theme for the Colloquium if appropriate.
 - Judging and travel awards.
 - Appointment of session moderators.
 - Monitor Google Drive and ensure information is current.
 - Communicate to CCT Director and support/administrative staff.
 - Point of contact for all colloquium subcommittee members.
- 2. Vice Co-chair.** Typically, this should be a person who has attended and/or assisted in planning of one colloquium AND has interest in becoming a Chair for the next year.
 - Work closely with co-chairs to learn the following: compiling and distributing agendas for monthly meetings, approve minutes, report progress in Steering committee meetings, selection of all speakers, awards
 - Assist chairs by serving on committees
- 3. Secretary.**
 - Set up monthly meetings and communicate meeting date, time, location and agenda for each colloquium subcommittee .
 - Prepare the meeting minutes
 - Update Google Drive with agendas (before meeting) and meeting minutes (after approval) and within one week of meeting.
 - The secretary is responsible for summarizing ALL finalized decisions made by the colloquium subcommittee at each meeting (i.e. was a theme, speaker or workshop

finalized?) ALL pending deadlines should also be outlined (i.e. Deadline to send invitation to keynote speaker X is September 9th, 2017 by X colloquium subcommittee member.)

4. Logistics/Publicity.

- Work with the CCT staff to choose location and date. Coordinate ordering of lunches if necessary. Work with the CCT staff and web designer.
- This person oversees the website, emails, flyers, posters, and advertising in newsletters.
- Update Google Drive with flyers.
- Work with Publicity/CCR-FYI social chairs to determine the best locations for social networking events after each day of the colloquium.

5. PI Publicity/Awareness.

- Work with the publicity chair to ensure the colloquium is advertised to CCR PIs-emails and flyers
- Facilitate meetings (short info sessions) with CCR PIs to increase awareness
- Contact CCR leadership to increase awareness
- Update google drive with current status, notes from meetings with PIs, etc.

6. Abstract book.

- Work with publications and CCT staff to organize all components of the abstract book.
- Ensure timely collection of speaker bios & workshop descriptions

7. Workshops/Panels.

- Should be able to delegate and manage.
- Work with the Steering Committee to decide workshop/panel topics.
- Delegate/Invite workshop presenters or panelists.
- Main point of contact for workshop presenters and panelists.
- Escort workshop presenters/panelsists on the day of their colloquium workshop/panel.
- Keep Google drive current with info on workshops/panels and lists of presenters
- Appoint all workshop moderators and follow up with them on invitations to workshop participants. Moderators will copy workshops chair on all messages to invitees.

8. Survivorship.

- Find a speaker to discuss survivorship and have them vetted by the Office of Advocacy Relations before inviting.
- Distribute survey data to colloquium subcommittee.
- Invite survivorship speaker and maintain a relationship with speaker until the colloquium event
- Main point of contact for the speaker; escort speaker to social events and into the colloquium venue each day

9. Opening/Closing Remarks.

- Invite the following Directors to give remarks at the colloquium: NCI, CCR, CCR Training and Education, CCR Basic Research and CCR Clinical Research

10. Feedback survey.

- Compile and distribute feedback surveys to be filled out and returned by colloquium participants or managed through online tool (ex. Survey Monkey)
- Compile and distribute surveys on topics to Steering Committee: theme, speaker and workshop suggestions
- Update Google Drive with survey data
- Compile and report statistics from colloquium feedback surveys for the end of the year Steering Committee Retreat

11. Abstract Judging.

- Organize abstracts from CCT staff once deadlines have passed
- Facilitate all aspects of judging abstracts: obtain qualified judges for each section, assign abstracts to judges, compile judges scores, determine short talk presenters based on scores
- Communicate to all presentees the date, time and location of their talk or poster presentation
- Update Google Drive with oral and poster presentations
- Compile list of postbacs selected for a oral presentation and disperse to Awards chair
- Assist in organization of travel awards

12. Awards.

- Solicit nominations for Outstanding Post Doc (OPD) award from PIs
- Organize judging of OPD talks for OPD judging committee
- Communicate to OPD nominees
- Solicit letters of recommendation from PIs for postbacs selected for a oral presentations
- Select Outstanding Post Bac
- Organize all travel awards and send to CCT staff the final day of the colloquium for certificate printing

ITEMS AND TASKS TO BE COMPLETED

I. Colloquium Subcommittee Meetings

- Steering Committee chairs and prior Colloquium chairs are welcome to attend and advise.
- The Colloquium subcommittee chair will compile and distribute agenda for monthly Colloquium subcommittee meetings and report progress during Steering Committee meetings.
- The secretary will set up monthly meetings for Colloquium subcommittee. The Dogfish Head Alehouse in Gaithersburg has a private room upstairs that can be reserved ahead of time. Other locations that have been used in the past include Growler's in Gaithersburg, the Greene Turtle in Germantown, My Thai in Frederick, and the Olive Garden in Frederick.
- The secretary will prepare the meeting minutes. Send it to all Colloquium subcommittee members first to be sure that everything is complete and then send it to all Steering

Committee members one week prior to the SC meeting. The secretary is responsible for summarizing ALL finalized decisions made by the colloquium subcommittee at each meeting (i.e. was a theme, speaker or workshop finalized?) ALL pending deadlines should also be outlined (i.e. Deadline to send invitation to keynote speaker X is September 9th, 2017 by X colloquium subcommittee member.)

II. Logistics

A. Location Considerations

- The location needs to be a Federal facility
- The conference center must be able to house the number of attendees (250-450 people). We need to be able to have one to two large areas for the career fair (if hosting) and posters, an auditorium that fits all participants, five concurrent breakout rooms for oral presentations and room for all concurrent workshops.
- Past locations include Natcher (Bethesda), NCI Shady Grove and the ATRF (Frederick).
- Also, consider the distance to the nearest major airport for the convenience of outside speakers and the driving distance from Bethesda and Frederick. People tend to be less inclined to travel the farther away it is.

B. Date Considerations

- Should not conflict with major conferences in cancer biology, retrovirology, and immunology (American Society for Virology, American Society for Microbiology, American Chemical Society, American Association for Cancer Research, American Association of Immunologists, American Society of Clinical Oncology).
- Should not conflict with intramural meetings: National Cancer Advisory Board, Board of Scientific Advisors, and Board of Scientific Counselors (CCR and DCEG).
- Try to accommodate the schedules of the Director of the NCI and Director of the CCR.
- Past Colloquia have used dates in February, March or April.

C. Location and Date Process

- Send a call to the entire Steering Committee asking for dates to avoid for major conferences in their field.
- Determine the dates for the intramural meetings from the website <http://deainfo.nci.nih.gov/advisory/boards.htm> or directly from the organizers of the meetings (information can be found in the public listings of the meetings in the Federal Register).
- Date should be chosen a year in advance (typically right after Colloquium has ended, prior to Steering Committee retreat) to reserve the rooms. Ideally, a date should be determined prior to the CCR-FYI retreat so a save-the-date notice can be distributed at the CCR-FYI retreat and included in the Spring edition of the newsletter.

II. Keynote Speakers

I. Considerations

- A list of possible speakers should be compiled around the time of search for location and date, but letters of invitation cannot be sent out until finalization or near finalization of time and location.
- See samples of letters of communication on the wiki.

II. Process

- Initial call for potential keynote speakers from Steering Committee and general postdoctoral and clinical fellows population. In the past, we have used different methods, either general call for speakers or call for speakers in specific scientific fields.
- Compile the list of potential speakers and have the Steering Committee and general fellows' population vote using an online poll. Try to have an equal representation of internal/external and diverse speakers that cover a range of fields.
- Choose the top two speakers from the intramural and extramural programs. Identify at least two alternatives in rank order.
- Try not to repeat speakers that have recently presented at previous Colloquia.
- In the past, we have had 4 keynote speakers but that is subject to the agenda constraints. Two from the intramural program and two extramural.
- Send letters of invitation (CCR-FYI letterhead) by email. It is very important to get contact info, talk to their secretaries, etc.
- If invited speakers decline, then move on to next potential speaker on list. Start the process of inviting as early as possible so you can move to 2nd or 3rd choices if the first refuses. Give the first choice 6-8 weeks to reply. Then move on to the next person (4-6 weeks) and final (3-5 weeks).
- Most or all of the plenary speakers should be confirmed by 3-4 months prior to the Colloquium.
- Coordinate the speakers' travel plans with the CCT staff.
- Appoint moderators as points of contact.

III. Outstanding Postdoctoral Fellow

A. Considerations

- In the past, this PI-nominated award was open to all post-doctoral fellows (including research fellows and MDs) and is based **solely** on work completed while at the NCI. Members of the Steering Committee are eligible for this award.
- Appoint a panel from the Steering Committee to judge the nominations.
- Process Email a letter to NCI PIs to nominate an outstanding fellow in their lab, preferably a senior fellow. Ask them to explain why they think their fellow is a worthy nominee, provide an abstract of their talk, and provide a C.V. of the nominee. A sample email is on the wiki. Call for nominations starts October 22. Nominations are due by Friday, November 13th (3 weeks). Reminders are sent out once a week and the three days before the nomination is due.
- Call for volunteers from the Steering Committee to participate in the selection committee (ideally 3-6 people) at the time of the call for nominations.

- Once nominations have been received, the selection committee will review the nominations and ask the top nominees (approximately 5) to give a five minute oral presentation of their talk. The criteria used to generate the short-list are on the wiki. If it is decided to include more non-scientific elements (volunteer activities, serving on committees etc.), include that information in the request for PIs and build in scoring as appropriate.
- Inform unsuccessful candidates, stressing that it is an honor to be nominated.
- Inform short-listed candidates and invite them to give a short presentation (five minutes) highlighting their work and its applicability. It is worth stressing at this point that they will be limited to five minutes, that they should present their work in a way that will interest a broad audience, and they should stress the application and significance of the research.
- Select date for talks based on candidates, selection committee, and Jonathan's availability – book a room in Frederick, Bethesda, or Shady Grove as is most convenient for the majority.
- After the presentations, the selection committee chooses the winner using the criteria (on the wiki).
- In the past, Scott Morgan has worked successfully with the Outstanding Postdoctoral Fellow to practice and polish the presentation.
- Outstanding postdoc should be selected early January and immediately connected with Scott Morgan.

IV. **Survivorship Speaker**

A. **Considerations**

- The survivorship portion of the NCI CCR-FYI Annual Colloquium involves finding a suitable candidate to discuss their experience surviving cancer or managing a non-profit and what role scientists and clinicians can play in the race to find a cure. The office of Advocacy Relations (OAR) needs to vet potential candidates before they can be contacted and invited to the Colloquium.
- Persons to contact in the OAR office:
 - Amy Williams: 301.496.9723
- There are a lot of speakers bureau roster available on the web:
 - www.executivespeakers.com/Speakers-by-Topic/Cancer
- Find past and potential future speakers on the wiki.
- Please keep in mind we cannot afford a large fee for the speaker
- Considerations:
 - Previous cancer advocate speaker experience
 - Convey the human side of their cancer experience to a large group of scientistist—we understand the science behind cancer but don't all get to know the patients we help
 - Do their interstests support the NIH and NCI?
 - Are they a part of an advocacy group?

Process

- Obtain a list of potential candidates from OAR and solicit ideas for additional speaker candidates.

- Have the Steering Committee vote for the top speakers via online poll.
- Send official letters of invitation followed by email invitations and inform them about the length of their talk with at least 5-10 min questions at the end from audience.

The session moderators should have one to two questions ready to stimulate the discussion

V. **Outstanding Post-Graduate Trainee**

A. Considerations

- This award does not come with a travel award, and is therefore open to members of the Steering Committee; however, all of the nominees should be considered for the top oral presentations travel awards, which are not open to members of the Steering Committee.

B. Process

- All postbacs and graduate students selected for an oral presentation are further nominated by their PIs.
- Send a letter to the PIs asking for them to nominate the trainee for the award the moment abstract judging has been completed. See a sample letter on the wiki. The PI should submit a nomination letter that includes how they rank among other grad students/postbacs and how they contribute to the lab along with the trainee's CV. Letters of recommendation should be solicited immediately after abstract judging. PI's should be given two weeks to submit the letter. Remind the PI's three days before the due date.
- The oral presentations will each be judged by 3 judges. These are the same judges that are judging the other oral presentations in each session.
- A group of Steering Committee members will decide a winner. It is helpful if members of this group saw more than one of the presentations. A member of the retreat subcommittee will be in charge of tallying the results and leading the discussion.
- Criteria for judging are on the wiki. The talk should be weighted more heavily than the abstract, CV, and PI letter.

VI. **Workshops**

A. Considerations

- The workshop topics should be finalized 5-6 months prior to the Colloquium, and the speakers for each workshop should be confirmed by at least 2-3 months prior to the Colloquium.
- Workshop descriptions should be put on the Colloquium website as soon as the website is set-up (CCT staff) and included in the abstract book.
- See samples of letters of communication on the wiki.

B. Process

- Call for potential workshop topics from the Steering Committee.
- Have the Steering Committee vote for the top workshop topics via online poll. In past, we have had 8 workshops with 4 running concurrently.
- Get volunteers from the Steering Committee to organize and find speakers for each workshop.
- Generally, 3-4 speakers per workshop is the maximum due to time constraints (15-20 min per speaker). Be sure to leave plenty of time at the end for discussion and questions.
- The format of the workshop can vary from very informal (narratives) to PowerPoint presentations.
- The moderators for the workshop should have one to two questions ready to stimulate the discussion.

VII. Publicity

A. Website – CCT Staff will:

- Set deadline for abstract submission and registration. Be sure to allow enough time for the abstracts to be judged and the oral presentations picked. Have the winners included in the abstract book.
- Work with the Colloquium committee chair and CCT staff to make sure all necessary information is included on the website. Make sure the website is complete prior to accepting abstracts and registration. Be sure to test all the links and pull-down tabs to make sure they are working correctly.
- Put up preliminary agenda on website (use past agendas as a template).
- Choose pictures to be included in the logo. The web designer will insert them on the website.
- Make sure that the Colloquium is listed under upcoming events on the CCR website (<https://ccr.cancer.gov/news/upcoming-events>) with a brief description once the colloquium registration is open

B. Posters - CCT Staff will:

- Print posters (or have contractor print posters) for advertisement of colloquium and put up in both Bethesda and Frederick campuses. In Bethesda, use NCI-only areas (NCI-designated areas in Building 10 and all of Building 37 and 41 in Bethesda, Building 549 and ATRF in Frederick).
 - (4) Posters have been printed for annual use – stored with CCT staff at Shady Grove

C. Newsletters

- Write up articles/blurbs to publish in CCR-specific newsletters. The CCR-FYI newsletter, the NCI-Frederick Poster and the NCI 60 Second Update are two sources.
- Be sure to check deadlines as soon as possible. Some of them are months in advance.
- The Steering Committee and Colloquium Subcommittee should be solicited for volunteers to write up blurbs on the workshops, Keynotes, and events.
- A designated Photographer should be assigned. All members may take pictures to contribute to the Newsletter Colloquium Collage.

D. Emails and Flyers

- Make a flyer to use in emails and to print out.
- As soon as a location and date are set, start sending out emails with the announcement to NCI postdocs, Frederick fellows, and other CCR listservs (CCR postbags, CCR clinical fellows and CCR PIs).
- Have the Steering Committee members ask their administrative assistants to send to all trainees in their department.
- Have the members of the Steering Committee print flyers and hang in NCI only areas.
- Send new emails/fliers throughout the planning process highlighting the registration schedule, finalized workshops/panels and speakers, social networking events and advantages of attending colloquium.

VIII. Judging and Travel Awards

A. Judging Abstracts

- Coordinate abstracts with the CCT Staff for judging.
- After receiving abstracts, put them into categories depending on number of abstracts. The categories from past Colloquia are:
 - Immunology, Microbiology, and Virology (one-two sections)
 - Molecular and Cellular Biology (one-two sections)
 - Structural Biology, Pharmacology and Chemistry
 - Genetics, Genomics, and Chromatin
 - Cancer Models and Metastasis
 - Translational, Clinical, and Epidemiological Research
 - Signal Transduction, Transcription, and Bioinformatics
 - Carcinogenesis, Cancer Prevention, and Cancer Stem Cells
- Assemble teams of judges for each topic from the Steering Committee. Each abstract is reviewed by 3 judges using the FARE award criteria (found on the wiki).
- **The abstracts are rank ordered based on rating, not average score.**
- The top 4-5 abstracts in each major group are invited to give an oral presentation and the remaining are invited to present a poster. Steering Committee members are eligible to give oral presentations.
- Send letters to selected oral presenters letting them know that they will be presenting orally. If someone cannot do an oral presentation, move to the next highest score from the abstract list in that category.
- The oral presentations are highlighted in the abstract book.
- The next 4 to 5 top ranked abstracts are selected for judging for poster travel awards.

B. Judging Posters and Oral Presentations

- Steering Committee members are **not eligible** for travel awards so they do not need to be judged.
- All of the oral presentations are judged by at least 3 judges (one judge can be a session moderator).
- The top 4-5 posters (from the abstract judging) are judged by at least 3 judges.

- There are up to 8 travel awards (4 for oral presentations and 4 for poster presentations) depending on the number of abstracts.
- All judges are instructed to hand in their score sheets as soon as they are done so that the scores may be tallied.
- **Judges should provide a rank ordered list**
- One member of the Steering Committee will head a discussion with several other members (preferably judges that saw the talks/posters up for consideration) to ensure that the best oral and poster presentations are chosen for an award.

C. Travel Award Certificates

- The award certificates are printed by CCT staff the week prior to the Colloquium and signed by both the CCR-FYI Steering Committee Chairs and Jonathan Wiest.
- The CCT staff will provide the certificate holders
- The Steering Committee member with the best handwriting fills in the winners' names on the certificates once they have been decided.
- The travel awards are presented to the winners after the last talk on the second day. Pictures are taken for the newsletter.

IX. Abstract Book

A. Considerations

- The abstract book submission to the printer occurs six weeks prior to the Colloquium.
- Work closely with the CCT staff, Colloquium chair, and the session moderators to collect all necessary information.
- Work with publications to assemble the abstract book.
- Work with all members of the Colloquium subcommittee to make the agenda.

B. Process

- Update and finalize the agenda as soon as decisions are made.
- Have the workshop moderators write the description for each workshop.
- Have the Steering Committee chair(s) write the welcome letter.
- Once the oral presentations have been chosen, CCT staff organize all the abstracts into one Word document separated by topic and send to publications and make the author index and function locator.

C. Session Moderators

- Designate the primary and secondary moderators for each session at the Colloquium.
- These names will be on the agenda in the abstract book and should be determined as soon as the agenda is somewhat finalized.

D. Contents

- Title page
- Welcome letter from the CCR-FYI Steering Committee Chair
- Table of contents
- Program agenda
- Introductory and keynote presentation speakers – Name, title, headshot, and bio

- Workshop descriptions, participants, and bios
- Oral presentation and poster abstracts
- Core resources and facilities abstracts
- Author index
- Function locator, facility map, and CCR-FYI flyer
- Pages for notes

X. Feedback survey

- Send out an online survey within one week after the Colloquium for the attendees to complete

XI. Ribbons for Name Tags

- CCT Staff will cover costs and order name tags and ribbons.
- List of all participants will be sent to the publisher for printing (names and logo).
- Each category of participants needs a ribbon attached to their nametag to designate their role.
- Categories include: keynote speakers, invited speakers, Colloquium planning committee, oral presenters, and Steering Committee.