

# 2007 CIBMTR/NMDP CLINICAL RESEARCH PROFESSIONALS' DATA MANAGEMENT CONFERENCE



## MEETING AGENDA

### WEDNESDAY, OCTOBER 31, 2007

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Time	Session Title	Speaker
4:00 p.m.	Welcome	Diane Knutson & Marie Matlack
4:15	SCTOD Update	Doug Rizzo
5:00	Consent & Protocols	Roberta King
5:15	Utilizing Interns & Other Assistants	Marie Matlack
6 – 9	Mentors Networking Reception	CIBMTR Mentors Group

### THURSDAY, NOVEMBER 1, 2007

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Time	Session Title	Speaker
7:00 a.m.	<b>Breakfast</b>	
8:00	Future Trends in Hematopoietic Cell Therapy	Dennis Confer
8:45	<b>C.P.I. (Continuous Process Improvement)</b>	Kay Gardner & Mark Reitz
9:30	<b>Break</b>	
10:00	HLA Form	Steve Spellman & Maria Brown
11:00	INF Form	Kay Gardner
12:00 p.m.	<b>Lunch</b>	
1:00	MDS: Disease & Insert	Corey Cutler
2:00	FormsNet 2.0 Demonstration	Ken Bengtsson
3:00	<b>Break</b>	
3:30 – 5	Round Table Sessions (3:30-4:15, 4:15-5)	
	The In and Outs of GVHD	Jeanne Dobratz & Sharon Ewer
	Overview of the CIBMTR and SCTOD	Amy Prentice & Laura Maserek
	What are the differences between leukemia and lymphoma	Jeremy Sturgill
	The Study Data Query Process	Jill Thompson & Sharon Meiers
	Timely Forms Submission Best Practices	Jenni Pivec & Seth Ketelsen
	Stemsoft Inc	Jacki Hatfield
	The Kepivance Study	Patty Steinert

### FRIDAY, NOVEMBER 2, 2007

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Time	Session Title	Speaker
7:00 a.m.	<b>Breakfast</b>	
8:00	Council Meeting General Session	NMDP
9:45	<b>Break</b>	
10:15	Getting the most out of your journal articles	Navneet Majhail & Brent Logan
11:15	Source documents: ideal vs. reality	Deb Christianson
12:15 p.m.	<b>Lunch</b>	
1:00	Meeting CPI – how to's	Christine Lange
1:45	Summary / Q & A	CIBMTR/NMDP Staff
2:45	Planning the Next Meeting	You!
3:30	<b>Adjourn</b>	

**WELCOME TO THE 2007  
CIBMTR/NMDP CLINICAL RESEARCH PROFESSIONALS'  
DATA MANAGEMENT CONFERENCE!**

The CIBMTR and the NMDP are once again collaborating to bring the data managers meeting to you in conjunction with NMDP's annual Council Meeting. We invite you to join us in Minneapolis for essential updates and training on the forms harmonization and other topics pertinent to the work you do.

**CONFERENCE LOCATION**

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Hilton Minneapolis Hotel  
1001 Marquette Avenue South  
Minneapolis, Minnesota, United States 55403-2440  
Tel: 1 (612) 376-1000 Fax: 1 (612) 397-4875

**CONTINUING EDUCATION CREDITS**

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The Medical College of Wisconsin designates this activity for up to (TBD) contact hours of continuing education for allied health professionals.

**REGISTRATION PROCESS**

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As a data manager, you have two registration options available to you. You may choose to attend only the data manager conference, or you may choose to attend the data manager conference and then stay on to also attend the NMDP's 20<sup>th</sup> annual Council Meeting. Registration fees for these meeting options are outlined below:

CIBMTR/NMDP Data Manager Conference only	\$175
Late fee if registration received after Oct. 9, 2007	\$ 35
CIBMTR/NMDP Data Manager Conference & NMDP Council Meeting	\$300
Late fee if registration received after Oct. 9, 2007	\$ 35

**Register Online**

Enjoy quick and easy registration at [www.CIBMTR.org](http://www.CIBMTR.org). Receive immediate confirmation, credit card processing and e-mail confirmation including receipt or invoice.

- All attendees must register online by Tuesday, **October 9, 2007**.
- A meeting registration confirmation will be e-mailed to you
- Walk-in registration is NOT encouraged
- Payment can be made by credit card or by check. Indicate your payment method when you register. Payment is due on or before October 9, 2007. Checks may be mail to:

National Marrow Donor Program  
Attn: 2007 Council Meeting  
3001 Broadway St. N.E., Suite 500  
Minneapolis, MN 55413-1753  
Fax: (612) 884-8280

## Late Registration

- Reservations received in the NMDP offices after October 9, 2007 must be accompanied by the above noted late registration fee.

## Cancellations

- Registration fees will be refunded in full for cancellations received at the NMDP Coordinating Center on or before October 9, 2007.
- Registration fees will not be refunded for cancellations received after October 9, 2007.

## ADA Statement

If you require auxiliary aids or services identified in the Americans With Disabilities Act, please indicate so on the registration form.

## TRAVEL AND LODGING

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### Air Travel

All airfare costs are the responsibility of the registered attendee unless you are sponsored to attend Council Meeting (please see the Council Meeting brochure for details). You are welcome to contact the NMDP corporate travel agency to make your flight reservations. Travel agents may be contacted at 1 (800) 356-1012 or (612) 627-8108 between 8:00 a.m. and 5:00 p.m. Central Time.

### Lodging

Lodging for this meeting is at the Hilton Minneapolis Hotel. All attendees are responsible for making their own hotel reservations. Reservations can be made one of two ways:

1. Online when completing the meeting registration at [http://www.hilton.com/en/hi/groups/personalized/mspmhhh\\_nmd/index.jhtml](http://www.hilton.com/en/hi/groups/personalized/mspmhhh_nmd/index.jhtml)
2. By calling the hotel at 1 (800) HILTONS (1-800-445-8667) or (612) 376-1000 indicating that you are with the group name “**National Marrow Donor Program Annual Council Meeting**”

Lodging reservations must be made by **October 9, 2007**. *All attendees will be asked to provide a credit card number to hold the reservation.*

Reservations will be made on a first-come, first-served basis. A confirmation number will be provided. Be sure to obtain this confirmation number from the agent assisting you. Rates are:

Single/double occupancy - \$124 plus tax per night

Triple occupancy - \$144 plus tax per night

Quadruple occupancy - \$164 plus tax per night

### Ground Transportation

All ground transportation costs between the airport and the hotel are the responsibility of the attendee. *SuperShuttle* vans depart from the airport to downtown Minneapolis every 20 minutes. Round trip tickets are \$24 with the discount coupon available online at <https://www.supershuttle.com/webrez/Welcome.aspx?GC=EUAJJ>. One-way cab fare is approximately \$25.

## Clinical Research Professionals -

Would you like to attend the Fall 2007 CIBMTR/NMDP Clinical Research Professionals' Data Management Conference in Minneapolis, October 31-November 2, 2007, but are limited by the cost?

If so, your team/institution may qualify for a \$600 grant from the CIBMTR to help defray your travel, lodging and registration expenses associated with attending this year's conference. Grant recipients should be clinical research professionals/data managers (or the equivalent) from any active CIBMTR or NMDP center.

- Priority will be given on a first-come, first-served basis to teams who have not received a grant in the past two years. If funds remain, then all applications (even those who HAVE received a grant in the past two years) will be considered by order of receipt.

All Conference attendees (and grant recipients) must be registered for the conference (deadline October 9<sup>th</sup>) prior to applying for the travel grant. If you have not already registered online, please go to [www.cibmtr.org](http://www.cibmtr.org) and click on the link for the 2007 Fall Data Management Conference.

Your reimbursement will not exceed \$600, and will be equal to the sum amount of approved travel expenses. Reimbursement for expenses exceeding \$600 will be the responsibility of the individual or institution. You will receive a check made payable to your institution (checks cannot be made payable to individuals) within 2-3 weeks after receipt of a completed Travel Expense Report and Invoice (see below). This grant is not transferable without pre-approval. If, for some reason, plans change and you cannot use the travel grant, it is your responsibility to contact D'Etta at the CIBMTR as soon as possible to discuss alternate arrangements.

**Please complete the application form and return it to D'Etta Waldoch, CMP at the CIBMTR by email: [cibmtrmeetings@cs.com](mailto:cibmtrmeetings@cs.com) or by fax: 262-827-4997, no later than Monday, October 1. Grant recipients will be notified by Monday, October 8.**

### **WHAT TO DO AFTER THE CONFERENCE TO RECEIVE YOUR \$600 CHECK:**

A Travel Expense Form (TER) and additional details regarding reimbursement will be provided when you pick up your meeting registration materials on-site at the Hilton Minneapolis Hotel. To receive the \$600 reimbursement check, which will be made payable to your institution, you must submit the completed TER and an invoice from your institution made out to CIBMTR/Medical College of Wisconsin in Milwaukee, no later than Monday, November 19, 2007.

If you have questions, please feel free to contact me at: [cibmtrmeetings@cs.com](mailto:cibmtrmeetings@cs.com)  
We look forward to seeing you in Minneapolis!

D'Etta

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Milwaukee, WI 53226  
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Phone: 262-827-4996  
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**REQUEST FOR \$600 CIBMTR DATA MANAGEMENT GRANT**  
**CIBMTR/NMDP Clinical Research Professionals' Data Management Conference**  
**Hilton Minneapolis Hotel, October 31 - November 2, 2007**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

CIBMTR Team #: \_\_\_\_\_ NDMP Transplant Center Code # \_\_\_\_\_

Institution: \_\_\_\_\_

Department: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Have you attended CIBMTR data management meetings previously?

No  Yes, if yes provide dates: \_\_\_\_\_

Have you previously received travel grants from the CIBMTR or NMDP to attend CIBMTR data management meetings?

No  Yes, if yes provide dates: \_\_\_\_\_

Reason requesting grant: \_\_\_\_\_

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Please return completed application form to D'Etta Waldoch, CMP at the CIBMTR by email: [cibmtrmeetings@cs.com](mailto:cibmtrmeetings@cs.com) or by fax: 262-827-4997, no later than Monday, October 1, 2007.