

**Spring 2020
Group Meeting FAQ**

**Last Updated**

**March 11, 2020**

**Why is the meeting cancelled?**
SWOG leaders were in broad agreement on the importance of [canceling the face-to-face meeting and holding some sessions virtually](https://www.swog.org/news-events/news/2020/03/09/swog-spring-meeting-cancelled) in order to protect the health and safety of members and the patients they serve. Travel bans by hospitals nationwide would also have made it impossible for many SWOG leaders and speakers to attend. The decision to cancel the spring meeting was made by the group chair, after discussion with the SWOG executive advisory committee, which is made up of executive officers and senior staff.

**Will my committee meetings still be held online?**

It depends. Most general committee and working group committee meetings will be combined and held virtually, with some exceptions. Non-confidential results will be disseminated to all committee members. SWOG staff are working on a new, virtual schedule, in conjunction with chairs of all SWOG committees – research, research support, and administrative. Chairs will report this information to the SWOG group chair, and the group chair will announce the final schedule on Friday, March 20 via the Front Line blog post.

**How will committee meetings be held? With what technology?**

Committee meetings will be convened via WebEx, the online meeting tool most SWOG committee chairs use. Unique meetings, such as Board of Governors, may use a different platform.

**What about the plenary sessions, kick off calls, NCORP workshop and other special sessions?**Arrangements for kick-off meetings and trial training sessions will be made on a case-by-case basis depending on the needs of the study, but all other special sessions are cancelled. In general, the virtual meeting will largely focus on protocol development and problem solving, versus education, due to practical and logistical concerns.

**What should I do about my hotel reservation?**

Please contact the [Hyatt Regency San Francisco](https://www.reservations.com/hotel/hyatt-regency-san-francisco?rmcid=tophotels&utm_source=googleads&gclid=Cj0KCQjw9ZzzBRCKARIsANwXaeJSC0LgV_Xk3sA2dDGewIWmXWSemwIyu5GY5WZ4jg2YJtBk3PhYkroaAhvSEALw_wcB) to cancel your reservation. We will also be cancelling our block of hotel rooms set aside by the Hyatt.

**What should I do about my flight – or bus or train ride – to the meeting?**

For travelers covered by SWOG or The Hope Foundation, SWOG staff have sent emails with additional information regarding travel cancellations. If your travel is covered and you have not received an email, please contact GMtravel@swog.org (SWOG covered travelers) or morgan@thehopefoundation.org (Hope covered travelers).

If you booked your travel, you will have to cancel your own arrangements.

Note: Several airlines are offering waivers for cancellation fees and issuing credits for the full amount of the flight. Please check your airline website before cancelling your flight.

**My committee was supposed to bring in a special speaker or guest. Who should contact them, and what should they say?**

SWOG leadership is advising committee chairs to cancel any speakers who are presenting for educational purposes. Other speakers or guests involved in protocol development, e.g., pharmaceutical partners, may attend. These communications should be handled by committee chairs or their designees.

**Committee chairs and patient advocates get performance reviews at group meetings. What will happen to the performance reviews planned for the spring meeting?**

All performance reviews scheduled for the spring group meeting have been postponed until fall, as SWOG leaders felt that face-to-face interaction during a review is critical to maximum effectiveness.

**If I have questions about the spring meeting, who should I contact?**

For SWOG sponsored travel questions, contact GMtravel@swog.org. For Hope sponsored travel questions, contact morgan@thehopefoundation.org For questions about your committee meetings, please contact your committee chairs. For general group meeting questions, contact cwille@swog.org. If you have questions or concerns about group meeting communications, or to sign up for the Front Line blog, contact lawtonw@ohsu.edu

**How can I continue to get SWOG news about the group meeting and the new coronavirus?**

Please watch [SWOG.org](https://www.swog.org/) for updates, as well as SWOG’s Twitter feed and the Friday Front Line blog. As much as is feasible, we’re emailing leaders and members directly.