



**International Neuroendocrine Cancer Alliance
NET Patient Advocate Summit 2015
September 21, 22, 23
Oxford Spire Four Pillars Hotel
Oxford, UK**

Summit Logistics



Dear Summit delegate,

We are so pleased to have the opportunity to make your acquaintance (or to see you again). Oxford is an ideal location for our meeting as it is home to one of the ENETS Centers of Excellence for treating neuroendocrine tumors.

This correspondence is to provide further information on the logistics of the Summit as promised in an earlier email to you. It includes a list of the Summit attendees, information on the hotel and meals and some background information on Oxford and the UK in general.

We invite all attendees to bring information about their organization to the Summit, as well as any promotional items you may wish to share with others. We will have a table available for the items, or you can choose to hand them out.

You are reminded that you must arrange your own travel and medical insurance. INCA takes no responsibility for this.

Finally, there is an Image Release and Consent form at the end of this correspondence. We ask that you review, sign and bring it with you to give to us at the Summit (or scan and email it to Sue Viecelli, INCA administrator, at sviecelli@sherwood-group.com).

Safe travels and see you soon!

Teodora Kolarova
INCA President

Meeting:

Location -Meeting will be held at:

Oxford Spires Four Pillars Hotel ****

<http://www.oxfordspireshotel.co.uk/location/>

Abingdon Road, Oxford, OX1 4PS, England

<http://www.principal-hayley.com/four-pillars/wp-content/uploads/sites/33/2014/10/FourPillarsMeetingBrochure.pdf>

Located in the heart of Oxford, this eco-friendly hotel is within 1 mi (2 km) of Bate Collection, Christ Church College, and Covered Market. St. Mary's Church and Exeter College are also within 1 mi (2 km). A full-service spa, a restaurant, and an indoor pool are available at this smoke-free hotel. Free Wi-Fi in public areas and free self-parking are also provided. Additionally, 2 bars/lounges, a health club, and a fitness center are onsite. All 170 rooms offer free Wi-Fi and free wired Internet, plus 24-hour room service and TVs with digital channels. Guests will also find coffee maker, and hair dryers.



Meeting Times – Refer to Agenda / Programme

- Tuesday September 22nd – 8:30 to 17:00
- Wednesday September 23rd – 8:30 – 16:00

Meeting Participants:

INCA Board Members:

1. Tore Aasbu CarciNor, Norway
2. William Claxton CNETS Singapore, **INCA Treasurer**
3. Jo Grey AMEND, UK, **INCA Secretary**
4. Ron Hollander Caring for Carcinoid, USA **INCA President-elect**
5. Teodora Kolarova APOZ & Friends, Bulgaria, **INCA President**
6. Yoshi Majima PANCAN Japan
7. Allen Wilson Pheo Para Troopers

INCA Full Members

8. Katia Brozek NetzwerkNeuroendokrineTumoren, Germany
9. Siobhan Conroy Unicorn Foundation, New Zealand
10. Susan Folinsbee CNETS Canada
11. Grace Goldstein Carcinoid Cancer Foundation, USA
12. Simone Leyden Unicorn Foundation, Australia
13. Christine Rodien APTED, France
14. Adele Santini A.I.N.E.T., Italy
15. Maia Sissons NET Patients Foundation, UK
16. Dirk Van Genechten VZW NET & MEN Kanker, Belgium

INCA Guests:

17. Dr Sugandha Dureja CNETS India
18. Carmen-Miranda Kleinegris Stichting NET-groep, The Netherlands
19. Jonathan Rice NET Patient Network, Ireland
20. Anitra Talley PanCan US

Speakers:

- Dr. Raj Srirajaskanthan, Consultant Gastroenterologist at University Hospital Lewisham and an Honorary Consultant at Kings College Hospital NHS Foundation Trust
- Prof Ashley Grossman, Professor of Endocrinology and Consultant Physician, Oxford Centre for Diabetes, Endocrinology & Metabolism (OCDEM)
- Dr Andrew Weaver, Consultant Clinical Oncologist, Oxford University Hospitals NHS Trust
- Anastasios Koutsos PhD, Ogilvy Health PR
- Professor Tim Meyer, Research Department of Oncology, Royal Free London NHS Foundation Trust

Agenda / Programme

Monday 21 st September	Tuesday 22 nd September	Wednesday 23 rd September
	08:30 – 08:45 Arrival/registration	08:30 – 09:15 Arrival/refreshments
	08:45 – 09:00 Welcome and introductions (Teodora Kolarova, INCA President)	09:15 – 09:30 Welcome and plan for the day (Teodora Kolarova, INCA President)
	09:00 – 09:15 Coach transfer to Centre of Expertise (Churchill Hospital, Oxford)	09:30 – 10:10 Members' Showcase: 10 minute sessions for member organisations of INCA to showcase recent projects to inspire others
	Session 1: Centre of Expertise Visit (Oxford Churchill Hospital)	Session 5: PR / Communications Workshop
	09:15 – 10:15 Guided tour of Churchill Hospital Radiopharmaceutical, Nuclear Medicine and Oncology departments (with Dr Andrew Weaver)	10:10 – 10:30 Communicating the Rare (Anastasios Koutsos PhD, Ogilvy Health PR)
	10:15 - 10:30 Guided tour of Oxford Centre for Diabetes Endocrinology & Metabolism (with Prof Ashley Grossman)	10:30 – 10:50 The Power of Social Media (tbc)
	10:30 - 11:15 The Wider NET Family (Prof Ashley Grossman – Robert Turner Lecture Theatre, OCDEM)	10:50 – 11:15 Q&A
	11:15 – 11:45 Coffee Break (OCDEM Robert Turner Theatre area)	11:15 – 11:45 Coffee Break
	Session 2: Centre of Expertise Visit (cont'd)	Session 6: Global NET Cancer Survey
	11:45 – 12:30 Visit to Churchill Hospital's Maggie's Cancer Information Centre (with Michael Tadman, Advanced NET Nurse Practitioner and centre manager, Claire Marriott)	11:45 – 12:00 Introduction (Grace Goldstein, Carcinoid Cancer Foundation and Teodora Kolarova, INCA President)
	12:30 – 12:45 Coach transfer back to Oxford Spires Hotel	12:00 – 12:30 Overview of methods and results (break-out sessions)
13:00 - 14:00 Lunch	12:45 – 14:15 Lunch Break	12:30 – 14:00 Lunch Break
14:00 – 14:30 INCA AGM	Session 3: New Drugs and Clinical Trials	Session 7: NET Cancer Day and Summit 2016
<i>(INCA members only)</i>	14:15–14:35 International Overview of Orphan Drug Designation (tbc)	14:00 – 14:45 NET Cancer Day 2016 ideas brainstorm (facilitated)
1. Welcome (TK)	14:35–14:55 Phase II drug development trials round-up (Prof Tim Meyer, UCLH)	14:45 – 15:30 Feedback exchange of ideas for Summit 2016
2. Quorum/apologies (JG)	14:55-15:15 Q&A	
3. Previous minutes (JG)		
4. Treasurer's Report (WC)		
14:30 - 14:45 Coffee Break	15:15 – 15:45 Coffee Break	15:30 – 16:00 Coffee Break
14:45 - 17:45 Strategic Plan	Session 4: PRRT	Session 8: Farewells and Finish
Facilitated by Kathy Redmond (Strategic Consultant, Redmond Consulting)	15:45 – 16:10 PRRT: Latest Developments in nuclear medicine (Dr Andrew Weaver, Oxford)	
	16:10 – 16:30 Access and barriers to use of PRRT by clinicians (Dr Raj Srirajakanthan, King's)	
	16:30 – 17:00 Q&A	
18:30 Welcome Drinks	18:30 Meet in lobby of Hotel for short walk/transfer to dinner	18:30 Dinner (Oxford Spires Hotel) for Trans-continental travellers staying extra night
19:00 Dinner (Oxford Spires Hotel)	19:00 Offsite Dinner (The Folly: http://www.no1-folly-bridge.co.uk)	

Accommodations& Transfer Information

- You will shortly receive your hotel confirmations and airport transfer information from CTG
- CTG will arrange your transfer from London Heathrow airport to our venue in Oxford upon your arrival. Do not worry if your flight is delayed, they will track that to ensure someone is there to meet you.
- CTG has arranged for your departure after the Summit, please refer to your Final Confirmation email from CTG.

At Home Airport Transfer Expenses

- Transport to/from your home to the airport will be reimbursed by INCA upon submission of your receipts and the INCA Reimbursement Form. Please provide original or pdf versions of your receipts and fill out the expense form accompanying this correspondence and send to Sue Viecelli, INCA administrator, at sviecelli@sherwood-group.com . Reimbursement will follow.

Meals

1. Breakfast
 - Accommodations include breakfast
2. Lunch
 - Lunch is provided during the INCA Summit meeting on both days;September 22nd and 23rd.

3. Dinner

Sunday, September 20th – on site dinner at Oxford Spires Hotel to be **taken at leisure** – for Trans-continental travellers arriving early

Monday, September 21st - on-site delegate dinner at the Oxford Spires Hotel following **welcome drinks at 18:30**

Tuesday, September 22nd– off-site dinner at The Folly riverside restaurant at 19:00 with invited speakers– **please meet in the lobby for 18:30 for a short walk (or taxi transfer for those unable to walk)**

Wednesday, September 23rd– on site dinner at Oxford Spires Hotel **taken at leisure** - for Trans-continental travellers staying extra night

Information on Oxford

Oxford is a city in the central southern region of England and is the county town of Oxfordshire. With a population of 150,200 it is the 52nd largest city in the United Kingdom and one of the fastest growing and most ethnically diverse. Oxford has a broad economic base. Its industries include motor manufacturing, education, publishing and a large number of information technology and science-based businesses, some being academic offshoots. The city is known worldwide as the home of the University of Oxford, the oldest university in the English-speaking world. Buildings in Oxford demonstrate examples of every English architectural period since the arrival of the Saxons, including the mid-18th-century Radcliffe Camera. Oxford is known as the "city of dreaming spires", a term coined by poet Matthew Arnold. Built in striking honey-coloured limestone, the city centre looks like something out of a fairy-tale. No wonder Oxford is a firm favourite of film makers from all over the world, and has inspired countless famous writers over the centuries.



Oxford Tourist Information Website: www.visitoxfordandoxfordshire.com/

University of Oxford Colleges

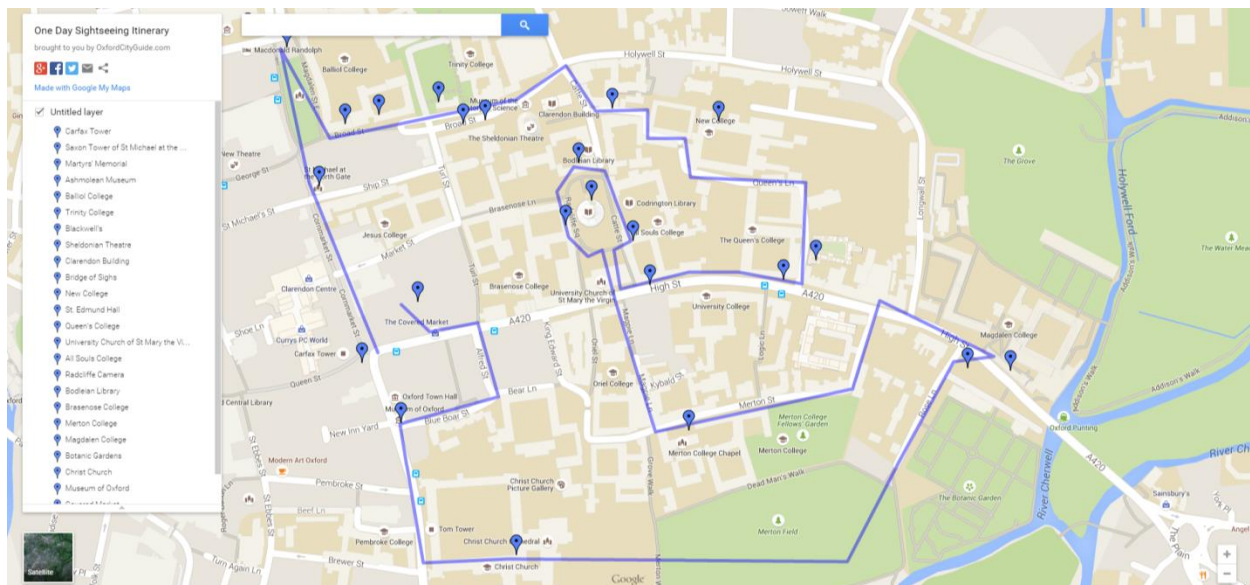
Oxford University is a unique and historic institution, the oldest university in the English-speaking world, having over nine centuries' continuous existence. There are 38 autonomous colleges, which together form a federation making up the University of Oxford.

Perhaps the most famous college is Christ Church whose Great Hall inspired Hogwarts Hall in the Harry Potter movie and whose meadow is grazed by rare breed cattle. But Magdalen, whose tower dominates the High Street, is equally famous. Everyone has their favourite college: St Hilda's overlooks the river, St Edmund Hall has an atmospheric crypt; Jesus' wisteria is second to none; Brasenose's gardens are stunning; Merton's library is so old that even its ghost is said to have no feet - indicating the floor level has risen; St John's has a rockery and its own Keeper of the Groves; Queen's embraces medieval cottages...and so on.

www.visitoxfordandoxfordshire.com/see-and-do/University-of-Oxford-Colleges.aspx

Suggested One Day Sightseeing Itinerary (Google Map):

<https://www.google.com/maps/d/viewer?mid=zpuJIONCyijc.kFzBGR9ib5y8&hl=en>



Other Useful Information for the UK

Weather (September):

Temperature 14°C 57°F/ Low Temperature 9°C 48°F/ High Temperature 18°C 64°F
Sunshine Hours 6 hrs / Chance of Sunny Day 7 %
Rainfall 55mm / Rainfall days 16 days/ Chance of Rain 38 % / Chance of Cloudy Day 43 %
Chance of Windy Day 18 %

Money:

Britain's unit of currency is the Great British Pound (sterling) – GBP. The symbol for the pound sterling is £. For more information on British currency check the [Bank of England website](#). If you are an EU citizen and travelling from within the EU you can bring in and take out bank notes, travellers' cheques, letters of credit etc. in any currency and up to any amount. If you are travelling to or from a country outside the European Union (EU), you will need to declare any sums of cash of 10,000 Euro or more (or the equivalent in another currency) to HM Revenue & Customs (HMRC). Foreign currency can easily be exchanged at banks, post offices, some hotels and Bureau de Change kiosks, which are found at international airports and most city centres.

Medical:

You are strongly advised to take out adequate insurance before travelling to Britain. INCA is not responsible for providing this.

Bringing medicine into the UK

If you want to bring medicine into the UK, first check that it is licensed for use. Always carry medicines in a correctly labelled container as issued by the pharmacist. Otherwise, bring a letter from your doctor or a personal health record card giving details of the drug prescribed, in case it is queried by customs or you require additional supplies. Remember that some medicines available over-the-counter in other countries may be controlled in Britain, and vice versa.

Pharmacies & chemists

In Britain you can obtain prescription, and over-the-counter (non-prescription), medications as well as expert medical advice at pharmacies – often called chemists. We recommend you carry a letter from your doctor stating your prescription and dosage if you are taking any medication.

www.visitbritain.com/en/Travel-tips/Traveller-tips/Medical-and-health-information.html

Emergency treatment

If you become ill while visiting Britain, you are eligible for free emergency treatment in the Accident and Emergency departments of National Health Service hospitals. However, if you are admitted to hospital as an in-patient, even from the accident and emergency department, or referred to an out-patient clinic, you will be asked to pay unless:

- You are in receipt of a UK state retirement pension.
- You are a national or resident of the European Economic Area.
- You are a refugee or stateless person living in the European Economic Area or the dependent or survivor of such a person, regardless of your own nationality.
- You are a national or resident of countries which have reciprocal health care agreements with the UK. The following countries have such agreements in place: Bulgaria, Czech and Slovak

Republics, Hungary, Malta, New Zealand, Russia, former Soviet Union states - Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Tajikistan, Turkmenistan, Ukraine, Uzbekistan, former Yugoslavia - Croatia, Bosnia, Macedonia, Montenegro, Serbia, Slovenia, and residents of Anguilla, Australia, Barbados, British Virgin Islands, Channel Islands, Falkland Islands, Isle of Man, Montserrat, Poland, Romania, St Helena, Turks and Caicos Islands.

Exemption from charges applies only to treatment needed during the visit. You are strongly advised to take out adequate insurance before travelling to Britain.

Customs and immigration:

Before you arrive...

Make sure you have the appropriate identification and the correct visa before you get here:

Passports - To enter the UK you will need to show a valid passport, or national identity card if you are an EEA citizen. If you are not an EU national, you will need to show further documentation, including a landing card, and you may need a visa.

Visas - You may need to acquire a visa before you travel to Britain, if you are not a British citizen or a citizen of one of the European Economic Area (EEA) countries.

Nationals from some countries will need a visa whatever the reason they are travelling to the UK, while nationals from other countries may only need a visa for a particular reason; for example, to marry and live with a British citizen.

If you have a valid passport and UK visa, you will normally be granted entry to the UK. When you arrive in Britain your visa tells UK immigration:

- The reason you are travelling to Britain
- How long you are allowed to stay
- The last day you are allowed entry
- Entry clearance follows strict rules and procedures.

For full details about visa requirements and application procedures, visit [UK Visas](#).

Electrical Compatibility:

Electricity safety standards in the UK are higher than in many other countries. Apart from some of the obvious differences, like 3-pin plugs and sockets, there are other aspects you should be aware of. For example, electricity supply in the UK is 240 volts 50 Hz. This means it's not always safe to use electrical equipment that is rated at a different voltage supply. Check before you plug it in. Plug adaptors are widely available at airports.

CONSENT FORM

INCA 2015 SUMMIT

	Please tick box	
	Yes	No
I agree to the use of photographs taken throughout the Summit for publicity purposes	<input type="checkbox"/>	<input type="checkbox"/>
I agree to the INCA Summit discussions and presentations being audio recorded, including any presentation I may give	<input type="checkbox"/>	<input type="checkbox"/>
I agree to the INCA Summit presentations being video recorded, including any presentation I may give	<input type="checkbox"/>	<input type="checkbox"/>
I agree to the use of anonymised quotes in publications	<input type="checkbox"/>	<input type="checkbox"/>
I agree to my presentation and slides being made public on the internet (<i>speakers only</i>)	<input type="checkbox"/>	<input type="checkbox"/>

Name of Participant

Date

Signature

By signing this form, I agree that any views or opinions expressed by me at the INCA Summit 2015 are mine alone and that they do not necessarily reflect the views of INCA. I also agree that INCA cannot be held responsible for any clinical or medical information or advice presented.

Please complete, sign and bring this form with you to give to us at the Summit (or scan and email it to Sue Vecelli, INCA administrator, at sviecelli@sherwood-group.com).

INCA Expense Report

To use this form, complete it, save PDF (or print & scan), send with receipts to Sue Viecelli at sviecelli@sherwood-group.com

Today's Date

Your Name

Your Organisation

Local Currency / Exchange Rate Used

Date of Expense	Payee / Description	Amount in Local Currency	Amount in home Currency
	Flights		
	Airport Transfers		
Total Claim:			

Payment Instructions (e.g. - Bank Name, Account Name, Account Number, SWIFT/IBAN Code)