

# **Minutes of the PTCOG (48) Steering Committee**

**Stadthalle Heidelberg, Heidelberg, Germany**

**30 September 2009**

## **1. Opening and agenda**

The chairperson, Dr. Tsujii, presided at the Steering Committee. The previously distributed agenda was followed.

## **2. Greeting from the local host and report on preparatory status of the PTCOG 48**

Dr. J. Debus reported the progress of the current PTCOG 48 meeting. He expressed appreciation to sponsors, which included a pharmaceutical company for the first time. The meeting was composed of 2.5 days of educational sessions followed by 3 days of scientific sessions. There are 246 abstracts. In this meeting, integrated clinical sessions and knowledge booster in the early morning will be conducted as an experiment. Three poster awards in 3 fields, biology, physics, and medicine, will be given. At the time of the Steering Committee meeting, 470 participants for educational workshop and 640 participants for scientific sessions had been registered. Germany, U.S.A., and Japan were countries with largest number of participants.

## **3. Report on the PTCOG Finances**

Dr. M. Jermann, Secretary, reported the annual financial statement. The total amount of the assets accumulated before the PTCOG 47 was CHF 116,143.60. Net earnings during 2007/2009 are CHF 2460.28. Thus, financial balance is OK. The Committee needs to consider what purpose to use the assets for. Financial status is also shown on the web. The financial statement was approved and endorsed by the Annual Meeting by the Committee.

## **4. Report on the travel fellowship selection**

Names of the contributors were presented and the Committee thanked industrial companies for their donations.

Out of 38 applicants, 16 fellows from 9 countries received fellowships for participation in this Heidelberg meeting. The total costs for PTCOG48 were 15,000 Euro and 14,000 Euro are left for PTCOG 49 and future meetings. The amount awarded depends on continents of origin (in three categories). The selection criteria have not changed. Two selection criteria are: (1) to have some initial experiences but not too long experience; (2) Priority is given to those who are working or studying at an institute about to start or under construction.

## **5. Report of Educational Workshop (EW) Sub-Committee**

Dr. J. Debus, as the organizer in Heidelberg, reported that EW of this year has similar program as last year. Replacement of some lecturers by local experts due to cancellation of original lecturers had been needed.

Dr. A. Mazal presented the results of the Sub-Committee followed by a discussion. Registrations in three meetings are approaching 1000. He showed previous programs together with the current PTCOG48 program having 20.75 hours of lectures. Then the next meeting structure was presented. It will be similar to the current program but with lectures on other subjects, namely operational issues.

He also stressed that EW should be different from the scientific meeting. The Sub-Committee needs to select stable lecturers to improve the quality. The presentations at EW need evaluation by teachers and participants. Attendants' statistics are also needed. The next program committee will be composed of 2 chairpersons, 2 previous organizers, 2 next organizers, and 2 new members. Slots for two new members are open and the Sub-Committee invites volunteers.

The Sub-Committee decided to move to e-learning. Video record or slide +voice record will be taken and presented on the web. Translation to other languages will be considered in the future. QA session on e-learning was proposed to be the next step. It was confirmed that making e-learning material needs each speaker's agreement. The recording will be only for EW.

The Sub-Committee asks PTCOG support, although EW has been self supportive till now. It asked 10,000 Euro for educational Sub-Committee's discretionary expenses for e-learning. The meeting approved this request.

## **6. Report of Publications Sub-Committee and**

## **7. Report from the Task Group for "Radiation Protection and Shielding for a Particle Therapy Facility"**

Dr. A. Smith reported the status of Task Group 1 (TG-1): Shielding Design and Radiation Safety of Charged Particle Therapy Facilities. TG-1 is lead by Dr. Nisy Elizabeth Ipe, U.S.A., as a Task Group-1 Leader, and is composed of 6 other members, 3 advisors and 2 consultants. A draft with 361 pages is almost completed. Almost all chapters have been reviewed by 3 experts. The Sub-Committee plans to review the draft, secure copy right protection, then, open after Jan 1, 2010. The total cost was almost \$2,550.

The next suggestions for the activities are the requirements for a charged particle facility and training manuals with e-materials in cooperation with the Education Sub-Committee.

At the next meeting in Japan, they will try to create educational materials. As an example, training materials for long-term outcomes for each tumor site was mentioned. Dr. Smith also mentioned the policy of the publication: The existence of general interest and no duplication with other organizations. He asked that new ideas for publication be sent to chairpersons.

## **8. Decision on hosting of PTCOG51**

The hosts of the next two meetings had been already decided:

- PTCOG49 (May 17-22, 2010) ----- Gunma Univ., Japan
- PTCOG50 (2011) ----- Univ. of Pennsylvania, USA

The program for the Pennsylvania meeting was announced. It is to be held at Marriott Hotel, from 9-14 May 2011. The host is prepared for 700-1000 participants and the meeting will be CME accredited.

There were four host proposals for PTCOG 51 in 2012 from: Marburg, Seoul, Essen, and Milan (with possible alternative location in Sicily). After presentations from each candidate institutes, the National Cancer Center (Seoul), was elected as the host of the meeting in 2012 by vote.

## **9. Election of a new Chairperson**

Dr. A. Mazal was nominated and selected as the new Chairperson of PTCOG.

He made a short speech expressing his vision. He intends to keep tradition and seek new trends, maintain two task groups, bring more service to PTCOG, and enhance communication with industry.

## **10. Recommendation of honorary members**

Current Honorary Members are: Drs. H. Suit, M. Goitein, K. Kawachi, B. Gottschalk, A. Koehler, M. Raju, J. Slater, D. Miller, J. Castro, B. Chu, and Y. Akine.

Drs. Janet Sisterson and John Gueulette were nominated and approved as Honorary Members.

Dr. Ted Phillips was also nominated but not approved.

## **11. Announcement by the host of the next PTCOG 49 meeting**

The host of the next PTCOG 49 meeting, Dr. T. Nakano, Gunma Univ., Japan, presented the plan for the meeting. Education Workshop will be hosted by NIRS and to be held from May 17-19 2010, at Hotel the Manhattan, Chiba. Scientific Meeting will be hosted by Gunma University Heavy Ion Medical Center (GHMC), Gunma Univ., and to be held from May 20-22, 2010 at Green Dome Maebashi.

He introduced the facility and the treatment system under construction in Gunma. He also explained the outline of the meetings and introduced the venues, transportation, tentative schedule, and scientific focus.

## **12. Others**

Dr. Hauffe reported that Munich started clinical operation on March 16, 2009, and has treated more than 50 patients.

Three new facilities, Kiel, Munich, and Gunma were approved as new members of the SC.

A Co-chairperson for the Educational Sub-Committee is open to volunteers with physics or engineering specialization.

A small group to plan the formal structure of the society, such as membership requirements, needs to be appointed and the group will report to the next meeting.

Dr. Tsujii expressed his appreciation to members for their cooperation during his term as the Chairperson for the last 3 years.