Clinical and Translational Science Awards Program

Coordination, Communication, & Operations Support

FREQUENTLY ASKED QUESTIONS

GENERAL:

Q: Who should attend the CTSA Program Annual Meeting?
A: Hubs that have active grants are expected to attend the Program Meeting. A CTSA Program Hub is defined as a UL1 award with a linked KL2 award and an optional TL1 award. Hubs with a 'no costs extension" status are eligible to participate in the Program Meeting.

Q: Should I register in advance?
A: Yes, to provide a smooth in-person registration experience, we advise attendees to register in advance to expedite the vetting and badging process on-site. Online registration closes on October 16, 2023.

Q: Will there be any networking opportunities built into the agendas?
A: Yes, the final agenda will include more details regarding networking opportunities.

Q: Do you anticipate any pre-meeting materials to be distributed?
A: A meeting agenda will be distributed electronically closer to the meeting date. Any other materials are TBD.

Q: Will recordings and meeting slide decks be posted to the CCOS website after the meeting?
A: Yes, slide decks, meeting minutes, etc. will be posted to the CCOS website approximately 2 weeks post-meeting for members to review. Meeting materials such as video recordings, summaries, and slide-decks will be published to the CCOS website approximately 2 weeks post-meeting.

Q: Will food and beverage be provided during the meeting?
A: Unfortunately, no food and beverage – other than water stations – will be provided during the meeting. There are 40 restaurant locations within a 5-block radius of the hotel. You can access the list of those locations here: Local Restaurants.

Q: How can we find the latest information on COVID in Washington DC?
A: The most up-to-date community level information may be found within the County by selecting "District of Columbia" in the "State" and "County" fields on this page: CDC COVID-19 by County.

Q: Whom should I contact if I have a question about the program meeting?
A: Please email the CCOS Meeting Planning Team at FallMtg@ccos.ctsa.io

HOTEL:
Q: Where is the CTSA Program Annual Meeting being held?
A: The Annual Meeting is being hosted at:
DoubleTree by Hilton Washington DC, Crystal City
300 Army Navy Dr, Arlington, VA 22202
Phone: (703)416-4100.

Q: Is there a room block for the Annual Meeting?
A: Yes, there is a room block set up at the DoubleTree by Hilton Washington DC, Crystal City hotel. You can access that room block at this link:
https://book.passkey.com/gt/219126908?gtid=40dc30df1feb92cef9af9efecbbc22a4

The room block cutoff date is October 12, 2023. Be sure to make your room reservation before that date.

Q: Does the hotel offer a shuttle service between the airport and the hotel?
A: Yes, the DoubleTree by Hilton Washington DC, Crystal City hotel offers a free shuttle service. It leaves the hotel every 20 minutes from the Lower Lobby level. It takes approximately 10 minutes to go between the two destinations.

POSTERS:
Q: What is the theme of the Poster Session for the 2023 Fall CTSA Program Annual Meeting?
A: Leveraging Real World Data (RWD) and Artificial Intelligence (AI) to Advance Translation

Q: When will poster submission be open?
A: The submission portal is now open.

Q: When will poster submissions be closed?
A: October 23, 2023

Q: Who can submit a poster?
A: Only 1 poster can be submitted per hub and must be submitted by the Hub Administrator on behalf of an active TL1/T32 Trainee or KL2/K12 Scholar.

The goal of this poster session is to highlight up and coming trainees and scholars and provide them with a valuable networking opportunity. If your Hub does not have a current TL1/T32 trainee or KL2/K12 scholar working in an area related to the meeting theme, we would encourage you to identify an early career candidate that fits the spirit of this poster session and request approval.

Please reach out to CCOS at FallPlanningCmt@ccos.ctsa.io to submit an alternative candidate. Exceptions will be approved on a case-by-case basis by members of the Poster Session Subcommittee.

Q: What needs to be included in the poster submission?
A: A full poster session submission will include:
- A poster file, such as a .pdf file
- An abstract description of the poster (300-word limit)
- Poster presenter's name and co-authors

Please note, the poster presenter must register for the meeting, as well.

Q: What is the word limit for the poster abstract?
A: 300 words

Q: What are the maximum poster dimensions?
A: 44"h x 90"w

Q: Who is responsible for printing and shipping the poster?
A: Printing and shipping of the poster is the responsibility of the submitting Hub.

Shipped posters may arrive at the Double Tree-Crystal City **no earlier** than 4 days prior to the event (November 2nd) to avoid incurring additional storage charges.

Shipping Address:
> DoubleTree by Hilton Crystal City, 300 Army Navy Drive,
> Arlington, VA 22202
> 2023 CTSA Program Annual Meeting November 6 – 8, 2023
> Attention to <Presenters Name> / Connie Edmondson

Q: How do I modify my initial poster submission?
A: Please contact support@ccos.ctsa.io for assistance.

Q: How will the Poster Session be organized during this meeting?
A: The Poster Session will be hosted in the Lincoln Room of the hotel on the evening of Tuesday, November 7th from 6:00pm – 8:00pm ET with the posters arranged alphabetically by Hub name.

Q: Is it possible to include a video presentation of the poster in the submission?
A: No, video presentations cannot be accommodated for the poster session.

Q: Is there a limit to how many posters can be submitted per Hub?
A: Yes, there is a limit of one poster per Hub.

Q: When and where will the posters be displayed?
A: The Poster and Networking Session will be hosted in the Lincoln Hall of the DoubleTree Hotel Crystal City from 6:00pm – 8:00pm Tuesday, November 7th.

Q: How will the posters be displayed?

A: The CCOS Meeting Planning Team has arranged for bulletin boards to display the posters. The posters will be in alphabetic order by Hub. To assist with that, labels will be applied to the boards to indicate where a poster is to be hung.

Q: What is the timing for set up and take down of the posters?
A: Set-Up: Tuesday, November 7, 2023, 4:30 PM – 5:45 PM ET in the Lincoln Hall. Poster boards will be labeled alphabetically by Hub.
Push-pins to hang your posters will be provided by CCOS.
Posters will remain available for viewing until Tuesday, November 7, 2023, 8:00 PM

Tear-Down: To be completed by Tuesday, November 7, 2023, 9:00 PM ET. Posters not picked up by 9:00 PM ET will be brought to the Registration Desk on Wednesday, November 8th. Posters not picked up by 12:00 PM ET on the 8th will be discarded.

Q: Will the posters be available online for viewing?
A: Yes, the submissions will be available on the CCOS website the week prior to the meeting and following the Annual Meeting.

REGISTRATION:
Q: When does meeting registration open?
A: Registration is currently open, you can access the event registration page here.

Q. Who should I talk to about signing up before I register?
A. The Hub Administrators will be asked to vet the registration list for your Hub to approve all those registered to attend on behalf of your Hub. It is suggested that you contact your Hub's Administrator.

Q: Is there a limit as to how many people per Hub can register to attend the CTSA Program Annual Meeting in person?
A: Yes, there is an in-person registration limit of five (5) people per Hub plus one (1) poster presenter for a total of six (6) in-person attendees. Speakers from a Hub are not included in the limit.

Q: Is there a limit to how many people can register per Hub to participate virtually for the CTSA Program Annual Meeting?
A: Yes, up to seven (7) people per CTSA Program Hub can register to participate virtually.

Q: When does registration close?
A: Registration will close Monday, October 16, 2023.

Q: Do I need a CCOS website account to register for the 2023 CTSA Program?
A: No, a CCOS account is not necessary to register for the meeting.

Q: Is there a registration fee to participate in the 2023 CTSA Program Annual Meeting?
A: No, there is no registration fee required to participate in the Annual Meeting.

Q: Can someone register on my behalf?
A: Yes, someone else can register you on your behalf.

Q What happens after I am registered for the meeting?
A: A confirmation message that outlines your registration details, venue address, and room block information will be sent to the email you used in your registration. Please keep this confirmation email for your records, any changes made to your registration must be made through the link provided in the confirmation email.

As we get closer to the meeting date, a more detailed confirmation message will be sent.

Q: How do I modify or cancel my registration?
A: If you need to modify or cancel your registration you can:
1) Refer to the link provided in your confirmation email
2) Visit the event registration page, provide your email and confirmation number to modify or cancel.

SPEAKERS:

Q: When are speaker materials due to the CCOS Meeting Planning Team?
A: Presentations and the following materials are due to CCOS by Monday, October 31 2023.
> Presentation Slides
> Release Form
> Registration, if not yet completed

TRAVEL:

Q: Which is the closest Washington DC airport to the DoubleTree by Hilton Washington DC, Crystal City hotel?
A: The Ronald Reagan Washington National Airport (DCA) is closest to the meeting hotel.

Q: Does the hotel offer a shuttle service between the airport and the hotel?
A: Yes, the hotel offers a free shuttle service, which departs every 20 minutes, taking about 10 minutes in route.
- Other ground transfer options include:
  Taxi, transportation apps (Uber, Lyft), local Metro.
  Metro (process can be a challenge), closest stop is Crystal City
  JayRide Shuttle (jayride.com)