**Received:**

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| **Request Form****AAPM Specialty Meeting** |

The Specialty Meeting Oversight Subcommittee (SMOS) has been established to review requests for all proposed AAPM specialty meetings, other than the Annual Meeting of the Association, with the primary purpose of ensuring proposed meetings:

1. Present relevant and timely topics without conflict or duplication,

2. Are scheduled to best utilize staff resources,

3. Are of benefit to medical physicists and related professionals,

4. And will be a fiscally sound endeavor for the Association.

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| **SUBMISSION PROCESS** |

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| **PART 1: Concept Approval** |

Prior to submitting the request to the SMOS, applicants must first have approval for the concept of the proposed meeting from one of the following AAPM entities:

* Administrative Council
* Education Council
* Professional Council
* Science Council
* Board of Directors
* Executive Committee

Forward the completed form to the chairperson of the approving entity for review/approval.

*NOTE: Specialty meeting budgets are not part of the approving entity budget.*

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| **PART 2: Submission Instructions** |

After approval of the concept has been granted, forward completed form as directed.

The request will be reviewed by the SMOS.

Applicant will be notified with a determination within 2 weeks of the receipt of the request.

Submit to:

AAPM Specialty Meeting Oversight Subcommittee (SMOS)

C/O Lisa Rose Sullivan

 AAPM

One Physics Ellipse

College Park, MD 20740

Fax: 301-209-0862

Email: lrose@aapm.org

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| **PROGRAM INFORMATION** |

**Pre-Approval Information:**

Appropriate information regarding the proposed meeting has been reviewed and the concept approved by the following AAPM entity:

☐ Administrative Council ☐ Education Council

☐ Professional Council ☐ Science Council
☐ Board of Directors ☐ Executive Committee

Chairperson Name:

**AAPM Organizing Group Information:**

Council/Committee/Subcommittee/Group Name (if applicable):

Therapy Physics Committee and related subcommittees (primarily QASC)

Contact Name: Jean Moran and Dimitris Mihailidis

Contact Email: jmmoran@med.umich.edu and Dimitris@charlestonradiation.com

Is staff support needed from AAPM? X Yes □ No

Is the request to co-host/jointly-host this meeting with other groups or organizations? □ Yes X No

If yes, please list potential groups/organizations to serve as co-hosts and explain the purpose and/or need for co-hosting the activity:

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**Proposed Program Summary:**

Program Title: Quality Assurance in External Beam Radiation Therapy

Describe the Purpose of the meeting:

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| The purpose of this meeting is to have a 1 day intensive QA-oriented educational program for clinical medical physicists. The content of the meeting is based on QA-related reports for external beam radiation therapy which were published in 2010 and 2011. If feasible, we request that SAMs credits be available for the entire program and that the sessions be recorded so they can be used for online SAMS. This meeting would provide an opportunity for medical physicists to focus on external beam RT and ask questions of leading experts in the field. We are considering include proffered abstracts for individuals to share best practices with respect to quality assurance. |

Describe the Goals of the meeting:

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| \*Provide a specialty meeting focused solely on quality assurance for clinical medical physicists\*Present the latest in quality assurance methods and processes as based on recent task group reports\*Provide a step-by-step methodology on each topic for applying it in the clinical environment, based on upcoming or published TG report.\*Include self-assessment modules so that medical physicists can obtain credits \*Provide an opportunity for clinical medical physicists to share best QA practices |

Target Audience:

 X Physicists □ Technologists □ Engineers □ Dosimetrist

 □ Others (please list):

Expected attendance number: 150-200

**Organizing Committee Information:**

List names of proposed AAPM members and non-members on the Organizing Committee:

 Jean Moran Dimitris Mihailidis Moyed Miften

 Nikos Papinikolaou

 Ellen Yorke

 Names Organization Affiliation

**Program Director(s) Information:**

List names of proposed individual(s) to serve as Program Director(s) and organization affiliation:

 Names Organization Affiliation

 Jean Moran Dimitris Mihailidis

**Preferred Dates:**

Please be advised, dates for programs hosted by AAPM and other organizations (ACMP, RSNA, ASTRO, SPIE, etc) should be considered when selecting preferred dates:

Preferred Dates:

1st We will discuss dates with HQ 4th

2nd 5th

3rd 6th

**Preferred Program Location and Facility:**

Please consider the time of year, weather conditions, airport/transportation accessibility, and food service venue accessibility when identifying a potential location/facility for the program.

Preferred List of Cities:

1st \*Near major airport, resolve with HQ 4th

2nd 5th

3rd 6th

Type of Facility:

 □ Hotel property

 □ Airport Hotel property

□ Convention Center

□ University facility

 □ Other/ Describe: Would like a room with an auditorium plus room for mingling during breaks and lunch

Number of Session Rooms required: 1 Exhibit space needed: □ Yes X No

**Proposed Program Format, Schedule, Topics:**

The following information:

1. Duration of meeting: 1 day
2. Describe the general format and educational methods to be used in the program: (ex. Classroom, breakout sessions, hands-on sessions, exhibits, poster presentations, etc.)

 Lectures and panel sessions

1. Potential topics of presentations:

The presenters would likely be individuals who either chaired or were members of the task group reports.

Task Group Reports from 2010 and 2011

TG 114: Verification of Monitor Unit Calculations (Non-IMRT)

TG 120: Dosimetry Tools and Techniques for IMRT

TG 135: Quality Assurance for Robotic Radiosurgery

TG 154: Quality Assurance of Ultrasound-guided External Beam Radiotherapy for Prostate Cancer

TG 101: Stereotactic Body Radiation Therapy

TG 148: QA for Helical Tomotherapy

Also: presentation on rapid report on QA Considerations for Volumetric Modulated Arc Therapy (This report has been submitted to Medical Physics; it is hoped that it would be in press prior to the meeting.)

Panel: Integrating QA for advanced technologies into standard practice