# OraMod

## VPH based predictive model for oral cancer reoccurrence in the clinical practice

| TITLE | Agenda of 2nd Consortium meeting Amsterdam | | |
|---|---|---|---|
| **Deliverable No.** | | | |
| **EDITOR** | UNIPR | | |
| **Contributors** | VUMC | | |
| **WorkPackage No.** | WP1 | **WorkPackage Title** | Project coordination |
| **Status[1]** | 1st Draft | **Version No.** | 1 |
| **Dissemination level** | RE | | |
| **DOCUMENT ID** | OraMod 2nd consortium meeting agenda | | |
| **FILE ID** | 2014-01-20 OraMod 2nd Consortium meeting agenda V1 | | |
| **Related documents** | DoW version 2013-06-25 | | |

## *Distribution List*

All OraMod consortium partners.

---

[1] Status values: TOC, DRAFT, FINAL

## *Revision History*

| Revision no. | Date of Issue | Author(s) | Brief Description of Change |
|---|---|---|---|
| 1 | 20-01-2014 | E. Martinelli | First draft |

# OraMod 2nd Consortium meeting Amsterdam 13-14 February 2014

## Objectives, Venue and Agenda

## Objectives

1. Assess the status of the work, the available resources and the work plan feasibility.
2. Verify the assumption of the project (clinical and technical) and agree on a final shared vision of what to do, who does what and of the deadlines
3. Plan the work for the next period and agree on contributions to be produced, responsibilities and deadlines
4. Discuss the use scenarios which must be produced by MARCH 2014

## What partners must do to prepare the meeting

To prepare the meeting the following actions must be done:

1) read the Technical Annex I especially Part A  (Work packages description) and be clear regarding each partner's role and responsibility

2) check deadlines especially for the task each partner is responsible for

3) prepare proposal for plans indicating:

- actions/activities to be done (list the actions and the deadlines in order to meet the plan)

- define the contributors for each activity

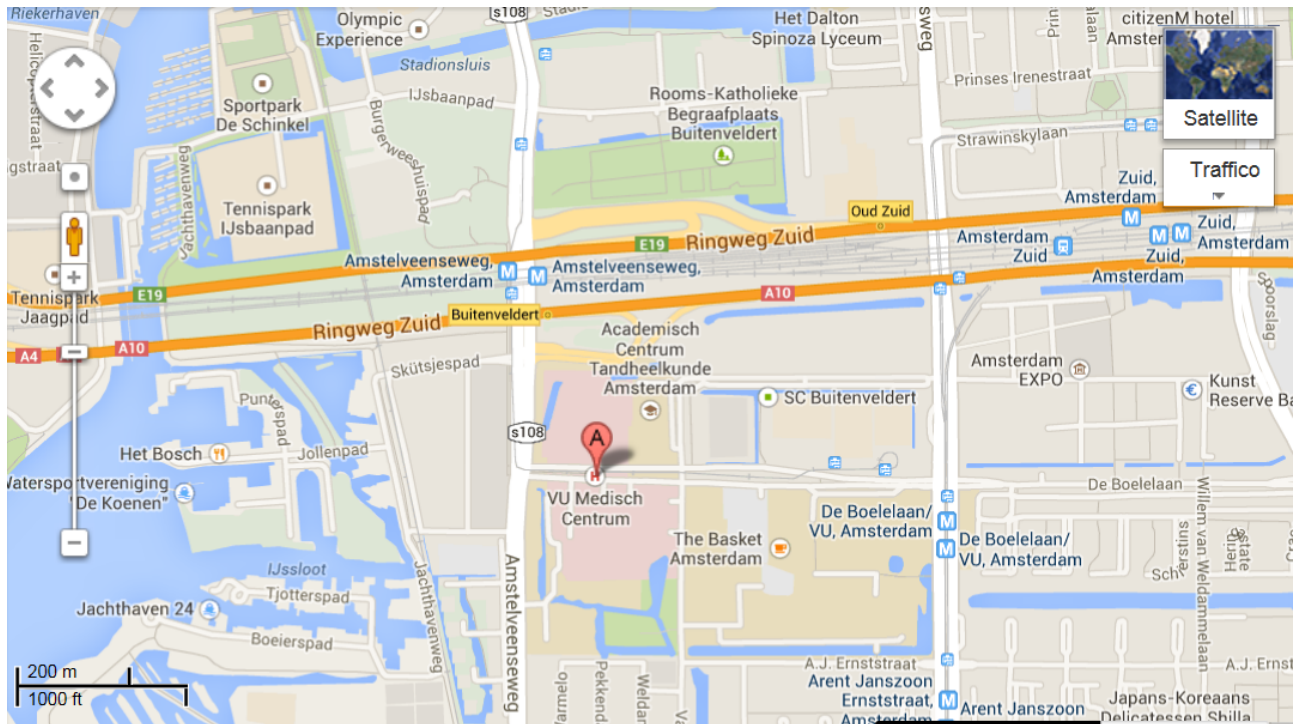- verify risks and define recovery/backup plans

In order to facilitate your work I enclose here the next deadlines for official deliverables:

| Del. No | Deliverable Title | Resp partner | Nature[2] | Delivery date | Status |
|---------|-------------------|--------------|-----------|---------------|--------|
| D1.1 | Risk registry and Quality Plan | UNIPR | R | Nov..'13 | delivered |
| D2.1 | Clinical study protocol and measurements | VUMC | R | Dec. '13 | In process (late) |
| D2.2 | Use cases and users needs | UNIPR | R | March '14 | urgent |
| D2.3 | Technical design | OneToNet | R | April '14 | To be planned |
| D2.4 | Technical standards position paper | OneToNet | R | March '14 | urgent |
| D5.1 | Usability evaluation methodology and plan | VCI | R | 9 | To be planned |
| D7.1 | Pilot validation plan | UNIPR | R | April '14 | To be planned |
| D8.1 | Dissemination Plan | UNIPR | R | Jan. '14 | Very urgent |

---

[2] **R** = Report, **P** = Prototype, **D** = Demonstrator, **O** = Other

# Venue

VU Medical Centre Amsterdam - De Boelelaan 1117 see map



The VUMC is not far from railway station Amsterdam South which is reached also from the airport.

**Schiphol Airport**

Travellers arriving at Schiphol can take the train to Station Amsterdam Zuid.


**From Central Station**

metro tram 51, direction Amstelveen Westwijk (16 minutes), stop at: De Boelelaan/VU

tram 5, direction Amstelveen Binnenhof (25 minutes), stop at: De Boelelaan/VU

tram 16 or 24, direction VUmc, final stop


**From Station Amsterdam Zuid**

express tram 51 (1 minute), direction Amstelveen Westwijk

tram 5 (1 minute), direction Amstelveen Binnenhof

it's a 10 minute walk to the VU from Station Amsterdam Zuid


**Car**

The A-10 Amsterdam ring road can be reached from all directions. Follow the A-10 to the Zuid/Amstelveen exit S 108. Turn left at the end of the slip road onto Amstelveenseweg: after about three hundred yards (at

the VU University hospital building) turn left again onto De Boelelaan. VU University Amsterdam can be reached via city routes S 108 and S 109.

Parking:  There is a limited amount of parking space around VU University Amsterdam itself in De Boelelaan, which has parking bays, and also in Karel Lotsylaan. There is paid parking on VU Amsterdam parking lot to the right of the Hospital Outpatient Clinic. There is even more parking space on the east side of Buitenveldertselaan at the junction with Willem van Weldammelaan, within 5 minutes walking distance of VU University Amsterdam. A number of parking places for the handicapped are reserved in front of the VU University Amsterdam Main Building and within its grounds.

For more information please see also:

http://www.vu.nl/en/about-vu-amsterdam/contact-info-and-route/route-description/index.asp


Hotels: please see the document dent by Mrs. Biemans.

Here a list she proposes of hotels not far from the VUMC and a map visualizing them.


Holiday Inn Amsterdam , De Boelelaan 2, Zuideramstel, 1083 HJ Amsterdam
http://www.booking.com/hotel/nl/hiamsterdam.nl.html?aid=356989;label=gog235jc-landmark-nl-nl-vuNuniversityNamsterdam-unspec-nl-com;sid=165b298be9948b8706a54d20ea11c1d4;dcid=1


Crowne Plaza Amsterdam – South, George Gershwinlaan 101, Zuideramstel, 1082 MT Amsterdam
 http://www.booking.com/hotel/nl/crowne-plaza-city-zuid.nl.html?aid=356989;label=gog235jc-landmark-nl-nl-vuNuniversityNamsterdam-unspec-nl-com;sid=165b298be9948b8706a54d20ea11c1d4;dcid=1;srfid=c9283ace7f8efc2ec10c0425f6d571cb7a394ecbX2
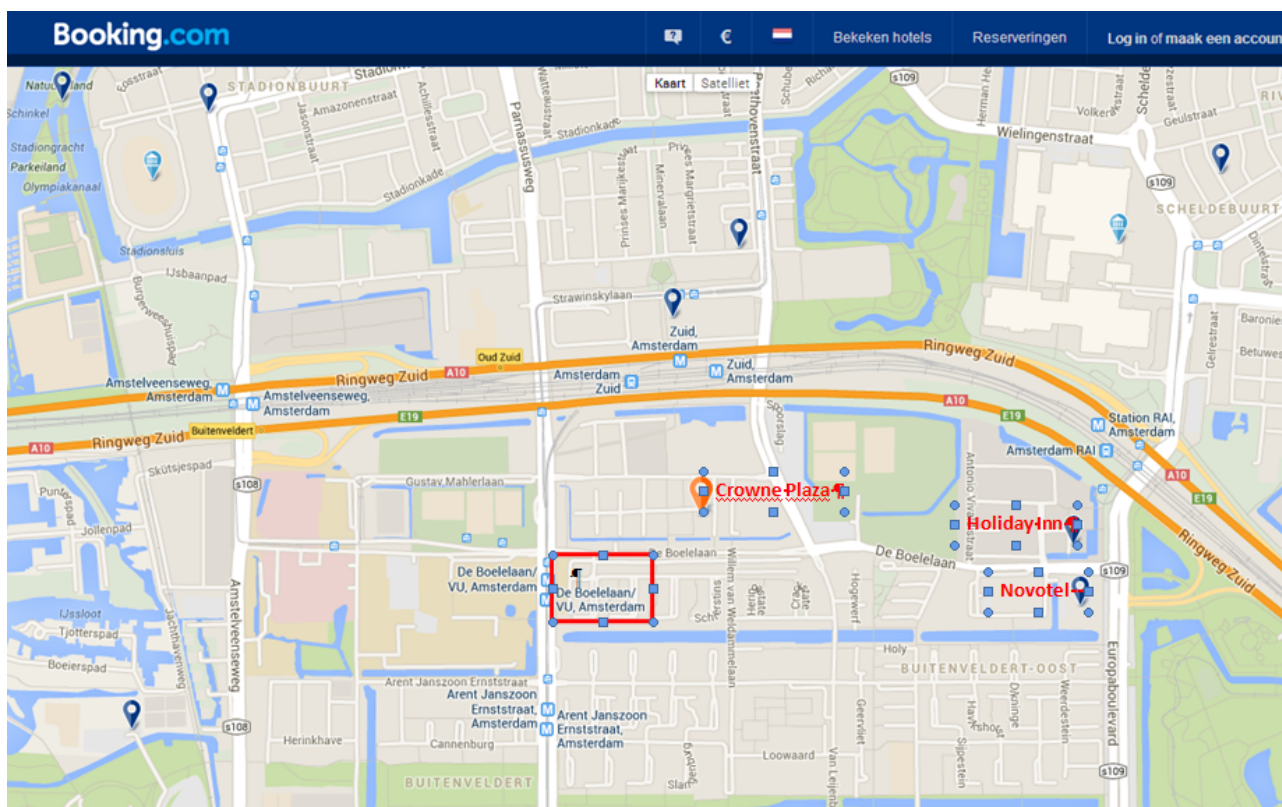

Novotel Amsterdam City, Europaboulevard 10, Zuideramstel, 1083 AD Amsterdam
http://www.booking.com/hotel/nl/novotel-amsterdam.nl.html?aid=356989;label=gog235jc-landmark-nl-nl-vuNuniversityNamsterdam-unspec-nl-com;sid=165b298be9948b8706a54d20ea11c1d4;dcid=1;srfid=c9283ace7f8efc2ec10c0425f6d571cb7a394ecbX7


Best Western Delphi Hotel, Apollolaan 101-105, Oud-Zuid, 1077 AN Amsterdam
(less expensive, little bit further away from VUmc but easily accessible by public transport)
http://www.booking.com/hotel/nl/bwdelphihotel.nl.html

## Timing

Thursday 13 February: plenary session from 1:30 p.m. through 6:00 p.m

Friday 14 February: 9:00 a.m. through 3:00 p.m.

## Meeting rooms

To be communicated

## Contacts:

Ruud Brakenhoff: +31 20 4440953 mobile: +31 6 38307017 email: rh.brakenhoff@vumc.nl

Sandra Biemans: +31 (0)20-4440948 email: s.biemans@vumc.nl

# Agenda

## *Thursday February 13th, 2014 - Plenary session*

| Time | Subject | Chair & presenter |
|------|---------|-------------------|
| **13:30-13:45** | Venue and welcome | R.H. Brakenhoff |
| **13:45-14:00** | Summary of status and objectives of meeting | E. Martinelli |
| **14:00-14:30** | WP2 Status - Clinical tasks<br><br>- Clinical work (protocol, data, status of enrollment, available retrospective cases)<br><br>- VTT involvement in clinical study<br><br>Partners must provide at least one week in advance the data regarding retrospective cases and enrollment<br><br>- **Use cases and use scenarios: plans and responsibilities for the D2.2 (deadline March 2014)**<br><br>- Next actions: proposed plan to be discussed and agreed | Chairing: VUmc<br><br>R.H. Brakenhoff<br><br><br>VTT<br><br>UNIPR, UDUS, VTT, VUmc<br><br><br>R.H. Brakenhoff |
| **14:30-15:00** | WP2 Status - Technical tasks<br><br>- Status of activities<br><br>- Proposed architecture: discussion and agreements<br><br>- Deadlines for deliverables: assignment of responsibilities and deadlines<br><br>- Discussion and agreements: plan for the next period | Chairing: OneToNet<br><br>Note: all technical partners need to be prepared on their tasks and on their technologies. |
| **15:00-15.30** | WP3 Plan for the model<br><br>- status of WP<br><br>- preliminary assessment of NeoMark genomic markers<br><br>- discussion regarding quality parameters for the model , data needed and timing<br><br>- proposal of a workplan and agreements, assignment of responsibilities and deadlines | Chairing: VUMC<br><br>M. van de Wiel |
| **15:30-16:00** | WP4: Imaging tools<br><br>-status of tasks, contributions received/missing and next steps<br><br>- technical aspects involved: presentation, discussion of open issues and agreements | Chairing: Fraunhofer<br><br>Florian Jung / S. Wesarg |
| **16:00-16:30** | Coffee break | |
| **16:30-17:00** | WP5: user interfaces<br><br>- proposal for work activities and responsibilities<br><br>- interfaces with imaging and with the OraMod documentation system and EHRs: discussion | Chairing VCI<br><br>VCI |

| Time | Subject | Chair & presenter |
|------|---------|-------------------|
| | - usability aspects: plans for task T5.1 plans for deliverable D5.1 (deadline June 2014)<br>WP5  agreed plan and responsibilities, deadlines etc. | VCI and VTT<br>VCI |
| 17:00-17:20 | WP6: RT PCR actions<br>- Plan for the development of the device<br>- Discussion and agreements | ST-Italy |
| 17:20-17:40 | WP7. Clinical validation<br>- Pilot validation plan (D7.1 deadline April 2014): activities and timings<br>- proposal for partners contributions and responsibilities<br>- discussion and agreements | Chairing UNIPR (T.Poli) |
| 17:40-18:00 | WP8: Dissemination & exploitation<br>**- Dissemination Plan: deadline January 2014!**<br>Contributions requested from partners, deadlines and responsibilities<br>- Web site status and next actions<br>- Document management system<br>- Next deadlines and actions to be done<br>- Participation of partners to web-site maintenance<br>- Plans and agreements summary | Chairing: UNIPR<br>E. Martinelli/OneToNet<br>O. Notelli<br>E. Martinelli |
| 18:00 | End of day | |

Dinner to be agreed.

## *Friday February 14th, 2014 - Parallel sessions*

Venue: VU Medical centre **at 9:00 a.m. SHARP**

**Expected duration: from 9:00 a.m. through 3:30 p.m. at the latest**

| Time | Subject | PARTICIPANTS |
|------|---------|--------------|
| 09:00-09:15 | Technical session and Clinical session start | |
| 09:15-12:00 | **Clinical session**<br>1) status of pilots: enrollment, protocols, discussion and agreements<br>2) data analysis and results<br>3) data collection for retrospective cases, available data etc.<br>4) radiology tests etc.<br>Final agreements | Chairing: VUMC/UNIPR<br>VUMC (Ruud + Mark), UNIPR (all clinicians + Elena),  ST-Italy , Fraunhofer (if radiologists are present) |

| Time | Subject | PARTICIPANTS |
|---|---|---|
| **09:15-12:00** | Technical session<br>1) Finalization of architecture<br>2) Specific issues related to technical WPs<br>Discussion and agreements | Chairing: OneToNet<br>Participants: OneToNet, VCI, Fraunhofer, ST-Italy (part time), VTT |
| **12:00-15:00** | **Plenary session** | **.** |
| 12:00-13:00 | Summary of parallel meetings<br>Presentation of agreed plans<br>Recap of deadlines and responsibilities | Chairing: VUMC (clinical) and OneToNet (technical) |
| **13:00-13:45** | Short lunch break (sandwiches) & coffee | |
| **13:45-14:15** | Administrative issues | Chairing: UNIPR |
| **14:15-14:45** | Summary of agreed deadlines and plans | UNIPR |
| **14:45-15:00** | Any Other Business<br>End of meeting | |