Meeting Host Briefing Letter:

Dear [NAME],

We are writing on behalf of the Global Cholangiocarcinoma Alliance (GCA). The GCA has united to establish a global voice in cholangiocarcinoma (CCA) through community collaborations and has a shared vision to raise awareness of CCA in order to improve prevention, survival, and the quality of life of patients with CCA globally.

As you know, the World Health Organization (WHO) has launched a new International Classification of Diseases (ICD), 11th revision. Our aim is to raise awareness globally among healthcare professionals of the ICD-11 and the important revisions to CCA coding it contains. Therefore, we invite you to host a short (45-minute) meeting on ICD-11 in your local area to:

- Provide an educational overview of the coding changes for each CCA classification
- Highlight the importance and benefits of its widespread adoption
- Provide an opportunity for a discussion and questions on the topic
- Motivate healthcare professionals to encourage the adoption of the new classifications

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Should you be interested, please find attached the following materials to assist you:

- 1 x presentation slide deck provided with permission from the speakers in their current form. If you choose to make any amends, please ensure these are referenced accordingly. We estimate this should take 30 minutes to present and allow 15 minutes for a Q&A session. Please feel free to take a look at the prerecorded sessions here for guidance on how to present the new ICD-11 coding for CCA.
- 1 x email invitation letter to invite attendees to your meeting
- 1 x evaluation form to capture feedback following your meeting—the results will be automatically collected by SES
- 1 x summary ICD-11 resource for dissemination with attendees following the meeting—this is designed to be editable so that you may translate it into your local language should you require

Equipment
If you plan to organize an in-person meeting, please gather the equipment suggested below. We would strongly advise that you gather and test the equipment ahead of time to ensure no issues arise on the day of your meeting.

- Correct number of chairs and tables
- Projector and screen
- Cables and cords
- White board and pens
- Notepads and pens
- Functioning A/V equipment (if there is audio on the slides)
- Audio or video conferencing equipment (if some of your attendees are joining virtually or by phone)

For virtual meetings, please ensure you have the following:

- A good quality webcam
- A headset

- Laptop stand (recommended but not compulsory)
- Strong internet connection
- A [Zoom account](#) for scheduling your meeting; please visit the [Zoom website](#) for information on how you can create your meeting via Zoom

Post-meeting

Following your meeting, we kindly ask you to complete the form provided [here](#) to present us with feedback on how you felt the meeting went and the number of attendees.

We would like to take this opportunity to thank you for your time and for supporting us in our efforts to raising awareness of these changes. Should you require any further information, please feel free to contact us at sesgca@scientificeducationsupport.com.

Yours sincerely,

[NAME]