



# Virtual Regional Workshop on Advanced Treatment Planning for Head and Neck Cancer: From Contouring to Plan Evaluation

Hosted by

The International Atomic Energy Agency

**12 to 30 June 2023**

**Ref. No.:** TN-RER6040-EVT2302442

## Information Sheet

### Purpose

Objectives of the workshop include:

1. Providing theoretical background on tumour/target volumes and organs at risk delineation, and the application of various imaging and image registration modalities for radiotherapy planning.
2. Providing theoretical background and radiobiological rationale on dose constraint for OAR and dose objectives for target.
3. Informing on principles and recommendations on prescribing, recording, and reporting of radiotherapy, including IMRT. Providing hands-on training on tumour/target volumes and organs at risk delineation and treatment planning for IMRT/VMAT for head and neck (H&N) cancers.
4. Providing clinical and physics rationales for evaluation, comparison, and selection of treatment plans.
5. Reviewing institutional practices in H&N RT planning and provide feedback on areas for improvement.

### Working Language(s)

The working language(s) of the event will be **English**.

### Deadline for Nominations

Nominations received after **15 May 2023** will not be considered.

## **Project Background**

Intensity modulated radiotherapy (IMRT) became a standard of care in radiotherapy of H&N cancers in centres that have adequate technical capabilities to perform this treatment modality. However, training opportunities including hands-on trainings, exchange of best practices and peer-review of treatment plans remain limited especially in LMICs. The workshop aims to bridge this gap and improve skills and knowledge of participants for performing high quality IMRT for H&N cancers.

## **Scope and Nature**

The workshop will consist of theoretical lectures and practical sessions using Webex as the online platform for presentations and Varian Academic Hub as the online platform for practical sessions.

The 10-days training course will be delivered online over 3 weeks, so participants will have enough time to practice on provided clinical scenarios and have time for Q&A sessions. Participants should commit to online participation during the weeks of 12-16 and 26-30 June. The introductory day will cover didactic lectures, the rest of the training is dedicated to practical contouring and treatment planning sessions, as well as round table discussions.

Training will be limited to selected 18 teams from the participating countries of IAEA RER6040 project.

## **Expected Outputs**

By the end of this workshop, participants are expected to improve their skills and knowledge in IMRT planning for H&N cancer.

## **Participation**

Target audience are radiation oncologists, medical physicists and RTTs practicing radiotherapy for H&N cancers.

Teams of radiotherapy professionals consisting of up to three persons (e.g. radiation oncologist, medical physicist and radiation therapists) are eligible for participation.

## **Participants' Qualifications and Experience**

Participants profiles:

Radiation oncologists: at least 2nd year residents with basic experience in H&N radiotherapy and junior radiation oncologists with professional interest in H&N radiotherapy.

Medical physicists: clinical radiotherapy medical physicists involved in H&N treatment planning with at least 2 years of professional experience and at least basic understanding of IMRT planning process.

Radiation therapists involved in H&N radiotherapy process with at least 2 years of professional experience.

As the training course will be conducted in English, participants should have sufficient proficiency to follow lectures and express themselves in the language without difficulty.

# Participants' Qualifications and Experience

Participants profiles:

Radiation oncologists: at least 2nd year residents with basic experience in H&N radiotherapy and junior radiation oncologists with professional interest in H&N radiotherapy.

Medical physicists: clinical radiotherapy medical physicists involved in H&N treatment planning with at least 2 years of professional experience and at least basic understanding of IMRT planning process.

Radiation therapists involved in H&N radiotherapy process with at least 2 years of professional experience.

As the training course will be conducted in English, participants should have sufficient proficiency to follow lectures and express themselves in the language without difficulty.

## Application Procedure

Candidates wishing to apply for this event should follow the steps below:

1. Access the InTouch+ home page (<https://intouchplus.iaea.org>) using the candidate's existing Nucleus username and password. If the candidate is not a registered Nucleus user, she/he must create a Nucleus account (<https://websso.iaea.org/IM/UserRegistrationPage.aspx>) before proceeding with the event application process below.
2. On the InTouch + platform, the candidate must:
  - a. Finalize or update her/his personal details, provide sufficient information to establish the required qualifications regarding education, language skills and work experience ('Profile' tab) and upload relevant supporting documents;
  - b. Download and complete the [Designation of Beneficiary and Emergency Contact Form](#), and upload to InTouch+ ('Profile' tab under the personal section) specifying the document name. If already provided, kindly discard this step; and
  - c. Search for the relevant technical cooperation event (**EVT2302442**) under the 'My Eligible Events' tab, answer the mandatory questions and lastly submit the application to the required authority.

**NOTE:** Completed applications need to be approved by the relevant national authority, i.e. the National Liaison Office, and submitted to the IAEA through the established official channels by the provided designation deadline.

For additional support on how to apply for an event, please refer to the [InTouch+ Help page](#). Any issues or queries related to InTouch+ can be addressed to [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org).

Should online application submission not be possible, candidates may download the nomination form for the meeting from the [IAEA website](#).

**NOTE:** A medical certificate signed by a registered medical practitioner dated not more than four months prior to starting date of the event must be submitted by candidates when applying for a) events with a duration exceeding one month, and/or b) all candidates over the age of 65 regardless of the event duration.

## **Administrative and Financial Arrangements**

Nominating authorities will be informed in due course of the names of the candidates who have been selected and will at that time be informed of the procedure to be followed with regard to administrative and financial matters.

## **Disclaimer of Liability**

The organizers of the event do not accept liability for the payment of any cost or compensation that may arise from damage to or loss of personal property, or from illness, injury, disability or death of a participant while he/she is travelling to and from or attending the course, and it is clearly understood that each Government, in approving his/her participation, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.

## **IAEA Contacts**

Technical Officers (responsible for the scientific matters):

Mr Pavel KAZANTSEV  
Division of Human Health  
Department of Nuclear Sciences and Applications  
International Atomic Energy Agency  
Vienna International Centre, Vienna, Austria  
E-mail: [P.Kazantsev@iaea.org](mailto:P.Kazantsev@iaea.org)

Ms Elena FIDAROVA  
Division of Human Health  
Department of Nuclear Sciences and Applications  
International Atomic Energy Agency  
Vienna International Centre, Vienna, Austria  
E-mail: [E.Fidarova@iaea.org](mailto:E.Fidarova@iaea.org)

Programme Management Officer (responsible for substantive matters):

Ms Mayumi Yamamoto  
Division for Europe  
Department of Technical Cooperation  
International Atomic Energy Agency  
Vienna International Centre, Vienna, Austria  
Tel.: +43 1 2600 26306  
Email: [M.Yamamoto@iaea.org](mailto:M.Yamamoto@iaea.org)

Administrative Contact (responsible for administrative matters):

Ms Aida Karabegovic  
Division for Europe  
Department of Technical Cooperation  
International Atomic Energy Agency  
Vienna International Centre, Vienna, Austria  
Tel.: +43 1 2600 26033  
Email: [A.Karabegovic@iaea.org](mailto:A.Karabegovic@iaea.org)