6 INFORMATION SHARING, NETWORK MEETINGS, AND TRAVEL GUIDELINES AND PROCEDURES 6-1

6.1 Meetings 6-1

6.2 Network Meeting-Related Travel Guidelines and Procedures 6-2

6.2.1 Pre-Approval Requirements 6-3

6.2.2 Allowable Expenses and Per Diem Rates 6-3

6.2.3 Air Travel 6-4

6.3 Conference Calls 6-4

6.4 Email Alias Lists 6-4

6.5 MTN Website 6-4

6 INFORMATION SHARING, NETWORK MEETINGS, AND TRAVEL GUIDELINES AND PROCEDURES

The Microbicide Trials Network (MTN) Leadership Group has overall responsibility for facilitating and managing MTN's scientific agenda and research operations. Because MTN is a large, international network comprised of multiple organizations and clinical research sites (CRSs), its success depends on efficient and productive communication among its members. The MTN Leadership and Operations Center (LOC University of Pittsburgh [Pitt] and FHI 360) is responsible for ensuring that processes and opportunities exist for MTN's committees, working groups and protocol teams to meet, plan and discuss shared research-related activities. Vehicles for communication include regularly scheduled conference calls, email alias lists, the MTN website and strategically planned face-to-face meetings. *Ad hoc* calls and meetings are also scheduled in response to emerging needs, such as protocol- or site-specific issues.

Unless otherwise indicated, MTN LOC (Pitt) and LOC (FHI 360) staff manage logistical support for conference calls, and MTN LOC (Pitt) staff manage logistical support for face-to-face meetings. Travel guidelines for each meeting are disseminated by MTN LOC (Pitt) staff to all invited attendees. Generally, CRS staff make individual travel and lodging arrangements. MTN LOC (Pitt) staff handle arrangements for attendees not affiliated with the Network.

6.1 Meetings

The MTN LOC (Pitt) is responsible for the planning and logistics of MTN-sponsored face-to-face meetings and, in many instances, for stipulating and/or coordinating associated travel-related arrangements. MTN meetings include the MTN Annual Meeting, the MTN Regional Meeting; meetings of the MTN Executive Committee (EC), MTN Working Groups, MTN Resource Committees and the Contraceptive Action Team; protocol development meetings; once- or twice-yearly pharmacovigilance meetings and other special purpose and/or *ad hoc* meetings.

The MTN Annual Meeting is held in the Washington, DC, metropolitan area and is open to all staff working within MTN's organizational units (the MTN LOC, MTN Laboratory Center [LC] and MTN Statistical and Data and Management Center [SDMC]), MTN-affiliated Clinical Trial Units (CTUs) and associated CRSs, and MTN's funders and collaborators. This meeting provides a forum to discuss study designs and research goals, review data from ongoing studies, discuss protocol publication plans, examine crosscutting issues and provide an overview of MTN programs. In addition, the meeting provides opportunities for identifying key issues, defining and discussing procedures and clarifying the roles and responsibilities of MTN members. The MTN Annual Meeting includes plenary sessions on the latest scientific research on microbicides and HIV prevention as well as other emerging issues that are important to the field. Plenary sessions are open to all registrants. Demonstrations and training opportunities may also be provided. The MTN EC, MTN working groups and resource committees, protocol teams and other groups often meet in conjunction with the Annual Meeting. Most of these meetings are closed.

The second yearly meeting, the MTN Regional Meeting, is held in an African location to mitigate travel logistics and costs for investigators and study staff from among the many MTN-affiliated CTUs/CRSs located in Africa. As with the MTN Annual Meeting, it is open to all staff working within MTN's organizational units. Because this meeting has a larger CTU/CRS staff attendance than the MTN Annual Meeting, the MTN Regional Meeting focuses more on study-implementation issues and training opportunities. Training topics may include, but are not limited to, U.S. Division of AIDS (DAIDS) policies and procedures, research ethics, Good Clinical Practice and Good Clinical Laboratory Practice, community engagement, study pharmacy/product management, data management, finance management, adverse event reporting, quality management and other emerging issues relevant to the implementation and conduct of MTN's studies. As with the MTN Annual Meeting, plenary sessions are open to all registrants, and satellite meetings of the EC, resource committees, working groups, protocol teams and other groups are typically closed.

For both the Annual and Regional meetings, LOC (Pitt) staff are responsible for venue selection and logistics, including registration and on-site event management. The LOC (Pitt) staff work closely with the MTN Principal Investigator (PI) and MTN Co-PI, MTN EC, MTN LOC (FHI 360), MTN LC and MTN SDMC to develop the content for the agenda and meeting materials.

To avoid scheduling conflicts and competing demands of attendees, requests to hold satellite meetings in conjunction with either the MTN Annual Meeting or MTN Regional Meeting should be submitted to Christine Rullo, LOC (Pitt) Administrative Manager, at rullcm@mwri.magee.edu, +1-412-641-8933, for consideration. Depending on the nature of the request, all or some of the venue and meeting-related costs may be the responsibility of the requesting group.

6.2 Network Meeting-Related Travel Guidelines and Procedures

All MTN-related travel for which the MTN LOC (Pitt) covers the costs directly and/or reimburses the traveler for allowable expenses must follow MTN's Travel and Reimbursement Guidelines & Procedures, unless the traveler has been informed otherwise. Staff from CTUs and CTU-affiliated CRSs and staff from other MTN organizational units for whom these guidelines do not apply should consult their own policies and procedures.

The full MTN Travel and Reimbursement Guidelines & Procedures are available on the MTN Website at http://www.mtnstopshiv.org/node/2655, and described in brief below.

6.2.1 Pre-Approval Requirements

MTN Leadership determines whose attendance is required at a particular MTN-sponsored meeting and whose travel and/or accommodations will be supported by the MTN LOC. The MTN LOC (Pitt) Travel Management Team notifies the designated MTN staff of the meeting and provides specific instructions concerning travel arrangements and logistics.

For travel being paid for by the MTN to non-MTN sponsored meetings, staff of the MTN LOC (Pitt) and LOC (FHI 360) and MTN LC, members of MTN working groups or resource committees or any other affiliated staff, must obtain prior approval from their supervisors. Approval by MTN Leadership may also be required. Verifiable proof of approval must be submitted to the MTN LOC (Pitt) Travel Management Team via Christine Rullo, LOC (Pitt) Administrative Manager (rullcm@mwri.magee.edu), before any travel arrangements can be made.

6.2.2 Allowable Expenses and Per Diem Rates

Reimbursements will be made only for approved business travel and allowable expenses as determined by U.S. Government regulations and/or MTN Travel and Reimbursement Guidelines & Procedures. Travelers will be reimbursed for meals and incidental expenses at rates calculated in accordance with U.S. General Services Administration (GSA) guidelines for the specific city or cities where the MTN-related business is taking place. The cost of lodging should generally be within GSA's per diem rates unless pre-approved by MTN. Exceptions are made under special circumstances (for example, when a meeting is taking place at a particular hotel, for safety reasons or if the overall cost would be lower due to transportation needs from the hotel to site/meeting). All exceptions must be pre-approved by MTN in advance of travel and/or prior to incurring the expenses. Travelers may not be reimbursed for expenses that have not been pre-approved.

Staff who have incurred expenses for MTN-related business travel must complete an MTN Travel Reimbursement Memo form and provide clear documentation of all related expenses in order to be reimbursed.

- For travel within the U.S., staff must retain original, itemized receipts for all expenses. The allowable government per diem will be used as a guideline for what is a reasonable meal amount. Meals costing more than the allowable per diem will be reimbursed only for the amount that is allowed.

- International travelers will be reimbursed the allowable government per diem to cover meal expenses and are not required to provide receipts for meals, but must retain original receipts for all other expenses, such as ground transportation, hotel or internet service.

The Travel Reimbursement Memo form must list any meals that were provided by the conference/event, including breakfasts that were included in the hotel room rate. These meals will be deducted in calculating the per diem or reimbursement to be paid. Meals purchased when a meal is already provided will be at the traveler's own expense. Travelers should consult the MTN Travel and Reimbursement Guidelines & Procedures for additional information about eligible and ineligible expenses. Both the guidelines and the MTN Travel Reimbursement Memo form are available on the MTN website at http://www.mtnstopshiv.org/node/2655.

The schedule of per diem rates for lodging, meals and incidental expenses for both U.S. and non-U.S. locations can be found at https://www.gsa.gov/travel/plan-book/per-diem-rates.

6.2.3 Air Travel

Only non-refundable coach class fares may be purchased for travel within the United States. Because MTN is funded by the U.S. National Institutes of Health, air travel to foreign destinations must be made on a U.S. Carrier or Code Share Carrier per the Fly America Act. More information about the Fly America Act and exceptions that are allowed under the Act can be found at http://www.fic.nih.gov/grants/pages/foreign-travel.aspx. Any exceptions for MTN travelers must be pre-approved by the MTN LOC (Pitt) Travel Management Team.

With few exceptions, only non-refundable coach fares may be purchased for foreign travel. First-class and business-class seats cannot be purchased or reimbursed by MTN. Requests to book refundable coach-class tickets will be considered on a case-by-case basis by the MTN LOC (Pitt) Travel Management Team and/or MTN Leadership.

6.3 Conference Calls

Conference calls are used extensively by MTN working groups, resource committees and protocol teams to facilitate MTN's research activities. U.S. participants can join conference calls through a toll-free number. Non-U.S. participants are connected by a teleconference operator or the administrative coordinator of the call or, if available, by dialing an in-country, toll-free number. Because conference calls are often scheduled back-to-back, they must end promptly at their allotted times.

The LOC (Pitt) and LOC (FHI 360) provide a broad range of administrative support for conference calls. Support includes polling participants for scheduling purposes; preparing and/or distributing call agendas and preparatory materials; emailing reminder notices; and preparing, distributing and archiving summaries of conference calls.

6.4 Email Alias Lists

Email alias lists are used to facilitate communication among members of protocol teams, working groups, resource committees and various other groups. The LOC (Pitt) is responsible for creating and maintaining these lists. A comprehensive list is available on the MTN website at http://mtnstopshiv.org/people/directory/email-groups. The use of a particular email alias list is limited to its members and those with administrator approval. To protect against spam and unauthorized use of email alias lists, messages that are sent by any other party are screened by the list administrator who approves or disapproves delivery. Requests for new email alias groups, or changes to existing groups should be directed to the MTN Web Team at mtnweb@mtnstopshiv.org.

6.5 MTN Website

The URL for the MTN website is http://www.mtnstopshiv.org. The MTN website provides a wide range of information and documents, and is compatible with all major browsers, including Internet Explorer, Google Chrome, Safari, Firefox and Mozilla. The general philosophy governing the design, maintenance and content of the MTN website is to provide a resource that contains useful and up-to-date information about the MTN organization and its studies, and

accommodates various internet connections and software and hardware limitations across MTN organizations.

The design and maintenance of the MTN website is the responsibility of the MTN LOC (Pitt), which also oversees its content. Most content posted on the MTN website is in the public domain. Some documents are considered private and can only be accessed by individuals with a user ID and password. New and updated information is posted regularly to ensure timely availability.

The website maintains pages for each MTN study, including current and previous versions of protocols, study-specific procedures manuals, and other study-implementation materials. The website also maintains a listing of MTN-affiliated CTUs and CRSs with staff contact information.

All MTN website pages have horizontal tabs and vertical navigation links for access to the main site content. Each tab or link takes browsers to the various channels of information, and each channel provides users with access to distinct information associated with its topic. Navigation of the MTN website can be displayed via the site map found at http://mtnstopshiv.org/site-map.

Many of the documents available on the MTN website are in Adobe Acrobat Portable Document Format (also known as PDF). Adobe Reader is required to open these documents and can be downloaded free of charge from http://www.adobe.com. Several documents are also in Microsoft Word, PowerPoint and Excel format. Visitors to the website should be using Microsoft Office 2007 or higher to allow for compatible viewing and ease of download of posted documents.

Questions and comments about the website may be sent to mtnweb@mtnstopshiv.org.