

# ACTA 2024 CLINICAL TRIALS AND REGISTRIES SYMPOSIUM

*Effective, together*

## SPONSORSHIP PROSPECTUS

2-4 DECEMBER 2024

PULLMAN MELBOURNE  
ALBERT PARK



Australian  
Clinical  
Trials  
Alliance





# Invitation TO PARTICIPATE

Dear Colleagues,

We invite you to be a part of the ACTA 2024 Clinical Trials and Registries Symposium from 2-4 December 2024 at the Pullman Melbourne Albert Park.

Established in 2014, the Australian Clinical Trials Alliance (ACTA) was formed to connect individuals involved in investigator-initiated clinical trials with governments, policymakers and consumers on issues impacting the conduct of trials across the Australian healthcare system.

Under the theme *Effective, together*, this Symposium will provide a unique platform to bring together stakeholders to discuss advances in the development of self-improving healthcare systems.

We are delighted to invite you to take a leadership role at our 2024 Symposium through a variety of sponsorship opportunities. These opportunities have been developed to provide options for brand exposure, attendee engagement, and event alignment through our associated communications, channels and activities.

This year we look forward to welcoming those involved in or interested in clinical trial and clinical quality registry research, including clinicians, clinical trialists, policymakers, industry experts, consumers, registry members, regulators, researchers, statisticians, healthcare workers and health economists.

The event program will include plenary sessions, panel discussions, oral presentations, poster presentations and workshops, there will also be a wide range of forums and interactive discussions about enhancing clinical trial research in Australia and internationally.

We hope you will consider partnering with us at this significant event and playing a role in advancing the clinical trial and registry sector.

*Chris Reid*

**Professor Chris Reid**  
Chair  
Australian Clinical Trials Alliance

*Katherine Lee*

**Professor Katherine Lee**  
Senior Biostatistician  
Murdoch Children's Research Institute  
2024 Symposium Convenor

# Our ATTENDEES

The ACTA 2024 Clinical Trials and Registries Symposium will be attended by over 350 delegates including clinicians, clinical trialists, policymakers, industry experts, consumers, registry members, regulators, researchers, statisticians, healthcare workers and health economists.

## Our past events have shown that event delegates represent:

- Clinical Trial Networks
- Clinical Quality Registries
- Clinical Trial Coordinating Centres
- Government
- Industry
- Hospitals
- Consumers
- Policy makers
- Funders
- Universities

## Their roles are diverse:

- Chief Executive Officers
- Deans
- Project Managers
- Clinicians
- Directors
- Research Fellows
- Consumers and carers
- General Managers
- Students

## And they work across a range of disease and discipline areas, including:

- Brain
- Gastrointestinal
- Nursing and midwifery
- Cancer
- Health economics
- Pathology
- Cardiac
- Intensive care
- Rare diseases
- Emergency medicine
- Mental Health
- Statistics
- Epidemiology
- Neonatal
- Survey



# Sponsorship

## OPPORTUNITIES AT A GLANCE

An exciting range of sponsorship opportunities have been developed to ensure a successful outcome for sponsor involvement.

### CONFERENCE PACKAGE OPPORTUNITIES

**MAJOR**  
\$50,000

**GOLD**  
\$30,000

**SILVER**  
\$15,000

### EXHIBITION OPPORTUNITIES

**EXHIBITION STAND**  
\$6,600

### PROGRAM OPPORTUNITIES

**SESSION SPONSORSHIP**  
\$6,600

**WORKSHOP SPONSORSHIP**  
\$6,600

### NETWORKING OPPORTUNITIES

**ACTA SOIRÉE**  
\$8,000

**COFFEE CART**  
\$5,500

### PROMOTIONAL MATERIAL OPPORTUNITIES

**LANYARDS**  
\$4,000

**CONFERENCE APP**  
\$3,000

*All prices are quoted in Australian dollars and are inclusive of the Australian Goods and Services (GST) tax.*

# Major SPONSOR



**\$50,000** (incl. GST) ▪ *Exclusive Opportunity*

## ENTITLEMENTS

### Registration

- Four (4) complimentary registrations to the event, including four (4) tickets to the ACTA Soirée
- Access to the live delegate list two weeks out from the event including name, position, and organisation of those who opt in
- Company slide (logo) will be shown on the screen at the commencement of each of the two (2) sessions
- Acknowledgement by the Chair of the two (2) sessions

### Exhibition

- First preference of exhibition position
  - Two (2) clothed trestle tables
  - Four (4) chairs
  - Two (2) power boards
  - One (1) television screen

### Program

- Opportunity to host a breakfast workshop:
  - The subject of the workshop and the invited speaker are to be negotiated with the Convenor
  - Breakfast food and drink will be included
  - AV included as part of the package. This includes microphone, computer and screen for presentations. Any additional AV requirements (including extra technician labour) to be discussed with symposium Convenor upon request
  - Workshop time slots will be allocated by the Convenor
- Opportunity to sponsor two (2) additional sessions in the event program (subject to approval by the Convenor)

### Branding and Promotion

- Company logo and acknowledgement as Major Sponsor on the event mobile app and website
- Verbal acknowledgement as Major Sponsor at the commencement of the symposium by the Convenor
- Three (3) opportunities have your company promoted through ACTA social media channels leading into the symposium, including LinkedIn
- One (1) push notification acknowledging your support sent via the symposium app
- Opportunity to provide one (1) promotional flyer on delegate chairs in one (1) session of the event program (to be provided at the sponsors expense). Session to be confirmed by the Convenor.
- Email announcement of sponsorship conformation to all ACTA members and in ACTA newsletter
- Announcement of Major Sponsor on ACTA website upon signing
- Promotion on ACTA exhibition booth

# Gold SPONSOR



**\$30,000** (incl. GST) ▪ Limited Opportunities

## ENTITLEMENTS

### Registration

- Two (2) complimentary registrations to the event, including two (2) tickets to the ACTA Soirée
- Access to the live delegate list two weeks out from the event including name, position, and organisation of those who opt in

### Exhibition

- Priority placement of exhibition position
  - One (1) clothed trestle table
  - Two (2) chairs
  - One (1) power board
  - One (1) television screen

### Program

- Opportunity to sponsor one (1) session in the event program (subject to approval by the Convenor)
  - Company logo will be shown on the screen that the commencement of the session
  - Acknowledgement by the Chair of the session
- Your company logo featured in the symposium program

### Branding and Promotion

- Company logo and acknowledgement as Gold Sponsor on the event mobile app and website
- Verbal acknowledgement as Gold Sponsor at the commencement of the event by the Convenor
- One (1) opportunity have your company promoted through ACTA social media channels leading into the symposium, including LinkedIn
- Opportunity to provide one (1) promotional flyer on delegate chairs in one (1) concurrent session of the event program (to be provided at the sponsors expense). Session to be confirmed by the Convenor.
- Notification of sponsorship in ACTA newsletter
- Announcement of Gold Sponsor on ACTA website upon signing
- Promotion on ACTA exhibition booth

# Silver SPONSOR



**\$15,000** (incl. GST) ▪ *Limited Opportunities*

## ENTITLEMENTS

### Registration

- Two (2) complimentary registrations to the event, including two (2) tickets to the ACTA Soirée
- Access to the live delegate list two weeks out from the event including name, position, and organisation of those who opt in

### Exhibition

- One (1) clothed trestle table
- Two (2) chairs
- One (1) power board

### Program

- Opportunity to sponsor one (1) concurrent session in the event program (subject to approval by the Convenor)
  - Acknowledgement by the Chair of the session
- Your company logo featured in the symposium program
- Option to sponsor a lunch during the symposium
  - Provide pull up banners (up to two) near the catering stations (to be provided by sponsor 2m x 1m maximum)
  - Promoted as lunch sponsor in the symposium program

### Branding and Promotion

- Company logo and acknowledgement as Silver Sponsor on the event mobile app and website
- Verbal acknowledgement as Silver Sponsor at the commencement of the event by the Convenor
- One (1) opportunity have your company promoted through ACTA social media channels leading into the symposium, including LinkedIn
- Notification of sponsorship in ACTA newsletter
- Announcement of Silver Sponsor on ACTA website upon signing
- Promotion on ACTA exhibition booth



# Exhibitor



**\$6,600** (incl. GST)

## ENTITLEMENTS

### Registration

- Two (2) complimentary registrations to the event, including two (2) tickets to the ACTA Soirée
- Access to the live delegate list two weeks out from the event including name, position, and organisation of those who opt in

### Exhibition

- One (1) clothed trestle table
- Two (2) chairs
- One (1) power board

### Exhibition Stand Inclusions

The exhibition is the focal point of the symposium and the program is structured to maximize the opportunity for delegates to visit the exhibition, and for exhibitors to receive a high level of exposure to all delegates.

Morning tea, lunch and afternoon tea will all be served in the exhibition area for the duration of the symposium.

### Branding and Promotion

- Company logo and acknowledgement as Exhibitor on the event mobile app and website
- Verbal acknowledgement as Exhibitor at the commencement of the event by the Convenor
- Dedicated marketing email promoting Exhibitor Sponsorship
- Promotion of your company through ACTA social media channels leading into the symposium, including LinkedIn

# Program OPPORTUNITIES

## SESSION SPONSORSHIP

**\$6,600** (incl. GST)

### Registration

- One (1) complimentary registration to the event and ACTA Soirée
- Sponsorship of one (1) session in the event program to be approved by the Convenor
  - Acknowledgement at the commencement of symposium by the ACTA Chair
  - Acknowledgement by the Chair at the commencement of the session
- Promotion of your company through ACTA social media channels leading into the symposium, including LinkedIn

## WORKSHOP SPONSORSHIP

**\$6,600** (incl. GST)

### Registration

- One (1) complimentary registration to the event and ACTA Soirée
- Sponsorship of one (1) workshop in the event program to be approved by the Convenor
  - Acknowledgement at the commencement of symposium by the ACTA Chair
  - Acknowledgement by the Chair at the commencement of the session
- Promotion of your company through ACTA social media channels leading into the symposium, including LinkedIn



# Networking OPPORTUNITIES

## ACTA SOIRÉE

**\$8,000** (incl. GST)

- Four (4) complimentary tickets to the ACTA Soirée
- Verbal acknowledgement as the ACTA Soirée sponsor by the Convenor
- Opportunity to display branded signage at the ACTA Soirée (at sponsors expense and subject to approval by the Convenor)
- Opportunity to provide ACTA Soirée guests with a branded merchandise item (at sponsors expense and subject to approval by the Convenor)
- Five (5) minute speaking opportunity at the ACTA Soirée
- Company logo and acknowledgement as ACTA Soirée Sponsor on the event mobile app and website
- Verbal acknowledgement as the ACTA Soirée sponsor at the commencement of the event by the Convenor
- Promotion of your company through ACTA social media channels leading into the symposium, including LinkedIn
- Notification of sponsorship in ACTA newsletter
- Announcement of ACTA Soirée sponsor on ACTA website upon signing
- Promotion on ACTA exhibition booth
- Dedicated push notification sent to all delegates through the app during afternoon tea on the day of the ACTA Soirée. Notification will include sponsor name.

## COFFEE CART

**\$5,500** (incl. GST)

- Opportunity to provide a pull-up banner to sit beside the coffee machine
- Your company logo on the coffee machine table (signage is at the sponsor's expense)
- Opportunity to supply branded cups (keep cups are subject to venue approval and are at the sponsors expense)
- Company logo on the event mobile app and website
- Announcement of sponsorship on ACTA website upon signing
- Promotion of your company through ACTA social media channels leading into the symposium, including LinkedIn
- Notification of sponsorship in ACTA newsletter

# Promotional MATERIAL OPPORTUNITIES

## LANYARDS

**\$4,000** (incl. GST)

- Your company logo on the conference lanyards (lanyards will be organised by the Convenor in consultation with the sponsor)
- Company logo on the event mobile app and website
- Promotion of your company through ACTA social media channels leading into the symposium, including LinkedIn
- Notification of sponsorship in ACTA newsletter

## CONFERENCE APP

**\$3,000** (incl. GST)

- Prominent display of your logo on the app ensuring high brand ensuring high visibility
- One (1) push notification acknowledging your support sent via the symposium app\*  
*\*Please note this is a container app managed by SJ Venues*
- Company logo on the event mobile app and website
- Promotion of your company through ACTA social media channels leading into the symposium, including LinkedIn
- Notification of sponsorship in ACTA newsletter



# ACTA 2024 CLINICAL TRIALS AND REGISTRIES SYMPOSIUM

2-4 DECEMBER ■ PULLMAN MELBOURNE ALBERT PARK



Please use **BLOCK LETTERS** to complete form

## COORDINATOR DETAILS

### SECTION 1

This person will be the main contact pre, during and post event. They will receive regular communications relating to deadlines and other critical information updates.

Company name

Name Exhibiting as

Contact no

Email

## BILLING DETAILS

### SECTION 2

Name

Contact no

Email

## SPONSOR REQUIREMENTS

### SECTION 3

Please tick your preference below:

SPONSORSHIP PACKAGE	AMOUNT	SPONSORSHIP PACKAGE	AMOUNT
<input type="checkbox"/> Major Sponsor	\$50,000	<input type="checkbox"/> Session Sponsorship	\$6,600
<input type="checkbox"/> Gold Sponsor	\$30,000	<input type="checkbox"/> Workshop Sponsorship	\$6,600
<input type="checkbox"/> Silver Sponsor	\$15,000	<input type="checkbox"/> Coffee Cart	\$5,500
<input type="checkbox"/> Exhibitor	\$6,600	<input type="checkbox"/> Conference App	\$3,000
<input type="checkbox"/> ACTA Soirée	\$8,000		
<input type="checkbox"/> Lanyards	\$4,000	<b>TOTAL</b>	<input type="text"/>

*All prices are quoted in Australian dollars and are inclusive of the Australian Goods and Services (GST) tax.*

## PAYMENT CONDITIONS

### SECTION 4

The total fee will be required to be paid in full within Fourteen (14) days of the tax invoice being issued to secure your booking. Sponsorship acknowledgment will not be confirmed until full payment has been received. Payments are non-refundable.

Signature

Date

*By signing this Application Form you confirm that the Applicant Company agrees to abide by the attached Terms and Conditions.*

Please return completed form to [events@sjve.com.au](mailto:events@sjve.com.au)

# TERMS AND CONDITIONS

## THE CONTRACT

1. The term "Organiser" refers to SJ Venues and Events and includes associations, corporate and government bodies who have engaged SJ Venues and Events as their representative.
2. The term "Exhibitor" includes any person, firm, company or corporation and its employees and agents identified in the Application Form or other written request for exhibition space or sponsorship.
3. The "Owner" refers to the Australian Clinical Trials Alliance, the owner of the Event.
4. The "Event" refers to the ACTA 2024 Clinical Trials and Registries Symposium, from 2 to 4 December 2024, and includes the time prior to the official commencement of the Event for setup, and after the official close of the Event for the pack-down, and all times during the Event.
5. A legally binding contract is formed between the Owner and Exhibitor only when the Owner and Organiser accepts the signed Application Form.
6. The Owner and Organiser may cancel the contract at its discretion if the agreed payment is not received within 30 days of the Owner's tax invoice.

## THE APPLICATION

7. An official Application Form must be received to reserve space.
8. By completing the Application Form, the Exhibitor confirms that it has read and agrees to abide by these terms and conditions.
9. The Owner and Organiser reserves the right to refuse an application or prohibit any Exhibitor from participation without assigning a reason for such refusal or prohibition. This applies even after the Owner and Organiser accepts the signed Application Form but only if the Owner and Organiser has reasonable cause for such prohibition.
10. Booth availability may be limited or restricted, and allocations and available quantities will be advised by the Organiser to the Exhibitor in due course upon the Organiser processing all applications for the Event.

## PAYMENT & CANCELLATION

11. The total fee is required to be paid within fourteen (14) days of the Owner's tax invoice being issued to the Exhibitor. This payment in full will secure the Exhibitor's booking.
12. The Exhibitor will not receive any sponsorship or exhibition entitlements until all monies have been paid.
13. If the Exhibitor pays by electronic funds or an international cheque/bank draft the Exhibitor agrees to pay any bank charges and must include these in the amount it transfers. If the Exhibitor pays via credit card, a merchant fee may be charged if detailed within the sponsorship and exhibition prospectus or the application form.
14. All prices listed are in AUD and are inclusive of GST.
15. If the Exhibitor wishes to cancel its participation, a request must be submitted to the Organiser in writing. The Organiser may or may not agree to any such cancellation in its discretion.
16. If the Organiser agrees to any such cancellation, any payments received will be forfeited by the Exhibitor and any payments due at the time of cancellation must be paid in full by the Exhibitor as a condition of the cancellation. If the Organiser, using its reasonable endeavours, is able to resell all the space allocated then a refund will be given less an administration fee of \$300.
17. The Exhibitor shall not be entitled to occupy its allocated exhibition space until all monies owing by it to the Owner are paid in full.
18. If the Exhibitor fails to occupy its allocated exhibition space by the advertised opening time, the Organiser is authorised to occupy this space in any manner deemed by the Organiser to be in the best interest of the Exhibition. The Exhibitor contracted to this space will remain liable to all Terms and Conditions of the Contract and will not be eligible for a refund.

## OBLIGATIONS AND RIGHTS OF THE OWNER AND ORGANISER

19. The decision of the Organiser is final and decisive on any question not covered in this contract.
20. The Owner and/or Organiser reserves the right to cancel the Event or to postpone the Event from the set dates and to hold the Event on other dates as may be notified to the Exhibitor. If the Owner and/or Organiser cancels the Event or postpones the Event, it will have no liability to the Exhibitor as a result of having done so.
21. The Organiser agrees to use its reasonable endeavours to promote the Event to maximise participation. Despite the foregoing, and despite anything in these Terms and Conditions or in any other document or communication to the Exhibitor, the Owner/Organiser does not make any promises to the Exhibitor as to the number of participants who will attend the Event or the direct or indirect revenue or benefit, if any, that the Exhibitor may receive as a result of exhibiting at the Event.
22. The Owner/Organiser reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the Exhibitor's stand ("the Stand") and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Owner/Organiser.
23. The Owner/Organiser reserves the right to change the exhibition floor layout if necessary.
24. The Owner/Organiser is responsible for the control of the exhibition area only.
25. The Owner may shorten or lengthen the duration of the Event and alter the hours during which the exhibition is open. The Exhibitor agrees to keep its exhibition open during all of the hours of the Event as may be shortened or lengthened pursuant to this clause.
26. The Owner may refuse, without limitation, to permit activity within the Event or may require cessation of activities at their discretion. The Exhibitor must immediately cease any activity at the Event which is prohibited by the Owner.
27. The Exhibitor must only use catalogues, acknowledgements, handbills and printed matter with respect to the Event which is approved by the Owner. The Owner reserves the right to disapprove the content and presentation of the Exhibitor catalogues, acknowledgements, handbills and printed matter with respect to the Event.
28. The Owner/Organiser reserves the right to refuse any person including exhibitor staff, representatives, visitors, contractors and/or agents' entry to the Event if they do not hold a purchased or complimentary entry card.
29. The Organiser will specify conditions relating to the movement of goods and displays, prior, during and after the Event.
30. The Organiser will specify any regulations regarding sound levels including microphones, sound amplification, machine demonstrations and videos. The Exhibitor agrees to abide by these regulations.

## OBLIGATIONS AND RIGHTS OF THE EXHIBITOR

31. The Exhibitor must ensure that all accounts are finalised and paid prior to the allocated exhibition move-in period.
32. The Exhibitor must register all representatives
33. The Exhibitor must use allocated space only for the display and promotion of goods and/or services within the scope of the Event and which goods and/or services have been approved by the Organiser.
34. The Exhibitor must comply with all applicable laws, including laws in relation to Workplace Health and Safety (WH&S). The Exhibitor will therefore act with care to avoid damage to persons or property during the Event.
35. The Exhibitor must ensure the cleanliness and tidiness of their allocated space. Upon the conclusion of the Event the Exhibitor will promptly remove all exhibits, tools and other materials so that the space occupied by the Exhibitor is in the same condition as prior to the start of the Event. If the Exhibitor fails or refuses to do so, the Organiser will arrange for this to be done by an external party at a cost to be paid by the Exhibitor.
36. The Exhibitor will not display an exhibit in such a manner as to obstruct or affect neighbouring exhibitors. This includes blocking or projecting light, impeding or projecting into aisles or neighbouring exhibition spaces.
37. The Exhibitor is responsible for all items within their allocated exhibition space.
38. The Exhibitor will not use nails, screws or other fixtures on any part of its exhibition or outside of its Booth including walls and floor unless authorised by the Organiser. In any case, all damage of any nature caused by the Exhibitor or its employees, agents, contractors or invitees will result in the Exhibitor being invoiced for all repairs of such damage.
39. The Exhibitor agrees to abide by requests made by the Organiser to stop any activity that may cause annoyance, disturbance or nuisance to others at the Event.
40. The Exhibitor shall not assign, sublet or share the whole or any part of the space booth allocated without the knowledge and consent of the Organiser.
41. The Exhibitor is bound by these Terms and Conditions and those Conditions set out in this Prospectus which is acknowledged as being received.
42. The Organiser will only accept sponsorship from organisations that abide by their relevant industry code of conduct, for instance the TGA, and all applicable laws. On submitting an application you warrant that you comply with applicable laws and all provisions of the relevant code(s) of conduct and it is your responsibility to ensure that they continue to be complied with for the duration of the sponsorship/exhibition period. In the event of non-compliance or insufficient evidence of your ability to ensure ongoing compliance upon request, The Organiser may suspend or terminate your sponsorship and/or exhibition arrangements, without being liable to pay any compensation to you. If funds have already been obtained by The Organiser for your organisation's sponsorship/ exhibition, this will be refunded less a \$300 administration fee.

## STORAGE OF GOODS

43. Unless otherwise communicated, storage will not be provided onsite at the Event. Under no circumstance are the Exhibitor's goods permitted to be stored in public access areas or in any other areas other than the Exhibitor's Booth.

## EXHIBITOR SERVICES AND CONSTRUCTION

44. Official contractors will be appointed by the Organiser to undertake booth construction and freight forwarding plus supply furniture, electrics, telecoms and IT equipment. This is for insurance and security reasons. All non-official contractors wishing to enter the Event are required to produce current Certificates of Currency for Insurance, Public Liability and WH&S. Access will be denied without such documentation.

## INSURANCE AND LIABILITY

45. It is the responsibility of the Exhibitor to ensure that its Stand and its goods on display are adequately insured for theft and damage. All exhibitors shall insure, indemnify and hold the Owner, the event venue and the Organiser harmless in respect of all costs, claims, demands and expenses. Exhibitors are responsible for any injury to persons and damage to property or the Event environment caused during the setting up, operation, dismantling and removal of the exhibition.
46. All Exhibitors must have Public Liability Insurance for the period of the Event and must be able to produce this documentation immediately at the request of the Owner/Organiser.
47. Exhibitors must insure, indemnify and hold the Owner/Organiser harmless in respect of all damages, injuries, costs, claims, demands, expenses and interest for which the Organiser may become liable.
48. Whilst the Owner/Organiser will endeavour to protect exhibition property whilst on display at the Event, it must be clearly understood that the event venue, the Owner and the Organiser cannot accept liability for any loss or damage to property sustained or occasioned from any cause whatsoever.
49. The Owner/Organiser shall not be liable for any loss which the Exhibitor may incur as a result of the intervention of any Authority, including but not limited to any loss as a result of the Exhibitor being prevented from using the Stand or any part of it in any manner whatsoever.
50. The Owner will not be liable and makes no guarantee of the number of visitors to the Event. Equally the Owner will not be accountable for (and has made no representation to the Exhibitor in relation to) the level of commercial activity generated for the Exhibitor as a result of the Event.

## MISCELLANEOUS

51. The Owner's/Organiser's failure to enforce any of these terms shall not be construed as a waiver of any of the Exhibitor's rights.

## LIVE DEMONSTRATIONS

52. If the Exhibitor intends to perform live demonstration(s) of any kind, including patient demonstrations, during the Event it must first obtain the written approval of the Owner.
53. Exhibitors are required to notify the Owner/Organiser of any patients, models or other third parties attending the Event as a guest of, or for the purpose of participating in a live demonstration run by, the Exhibitor, and must register them accordingly with the Organiser.
54. The Exhibitor is responsible for removing and properly disposing of all sharp, flammable or dangerous objects or equipment used in or associated with the live demonstration(s).



## Australian Clinical Trials Alliance

Suite 1, Level 2, 24 Albert Road  
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[clinicaltrialsalliance.org.au](http://clinicaltrialsalliance.org.au)



Australian  
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