

TERMS OF REFERENCE: SCIENTIFIC PROGRAM COMMITTEE

PURPOSE: Planning the Annual Meeting

OVERALL RESPONSIBILITIES: Put together Scientific Program: topics, suggested speakers, format etc. to fit program overview, ensure that any reciprocal society speakers are invited to speak, work with Meeting Director to send speaker invitations and as necessary find and invite replacement speakers. Determine Abstract submission categories and review abstract submissions. Organize abstract presentations into designated program, moderate overall scientific program.

COMPOSITION:

CHAIR: The Chair succeeds from the position of Co-Chair(elected). The Chair serves a one-year term unless they have been appointed by the Board of Directors to serve out a vacancy.

Responsibilities:

- 1) Work with the Co-Chair in all aspects of meeting planning, including committee member selection
- 2) Be primarily responsible for
 - a. Distribution/number of State-of-the-Art and Symposia presentations
 - b. Approving committee decisions on the State-of-the-Art and Symposia themes and presenters
 - c. Choosing moderators
 - d. Liaising with other societies/groups for their presentations
 - e. Be in close contact with Education Committee Chair to make sure there is no overlap between the educational content (Lunch and Learns and Instructional Courses) and the scientific content
- 3) Design and implement DEI principles during meeting planning

CO-CHAIR: The Co-Chair is elected by the membership to serve as a voting member of the Board of Directors. After one year term, they succeed to position of Chair.

Responsibilities:

- 1) Work with the Chair in all aspects of meeting planning, including committee member selection
- 2) Be primarily responsible for
 - a. Overseeing research abstract peer review
 - b. Choosing abstracts for oral or poster presentation
 - c. Abstract awards process
 - d. CME questions
 - e. Be in close contact with Education Committee Chair to make sure there is no overlap between the educational content (Lunch and Learns and Instructional Courses) and the scientific content
- 3) Design and implement DEI principles during meeting planning

MEMBERS:

Members may be identified by the Chair/Co-Chair or any Member in good standing may complete the Committee Interest form to be considered for membership of the committee. The Chair and Co-Chair will consider the following when selecting planning committee members:

- 1) Diversity in professional background (different medical specialties, allied health care, researchers; consider patient (advocates)
- 2) Diversity of career stage (from inclusion of some members who have experience in previous meeting planning, to inclusion of trainee representative(s))
- 3) ISSWSH DEI priorities – internationality, gender/sexual identity, race/ethnicity – in terms of committee members themselves or their capacity to promote these DEI priorities

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The Chair and Co-Chair will identify any gaps with respect to the above considerations, and then may fill these gaps through various strategies such as:

- 1) Review of ISSWSH membership lists, stratified by professional background, geography, etc.
- 2) A call to the ISSWSH membership for applications that fill these gaps (e.g. trainees)

Approximate committee size may be 10-20 individuals.

The proposed committee will be presented to the ISSWSH President who will approve the final committee list. Official invitations will be sent on behalf of the President inviting individuals to serve. Upon acceptance, membership status must be verified, and the person notified that they now serve as a member of the committee.

Committee Members will serve a term of (1 year) or until the term of the Chair ends. A Member may serve consecutive terms but needs to be reappointed by the President on an annual basis.

Responsibilities:

- 1) Attend virtual committee meetings (which may be monthly initially, e.g. May-July, and then on an ad hoc basis), and participate in follow-up email discussions
- 2) Propose themes and speakers for the State-of-the-Art and Symposia sessions during the committee meetings and email discussions
- 3) May be tasked with organizing a session and contacting speakers
- 4) Participate in abstract peer review and scoring based on their expertise. The number of abstracts will depend on the number of submissions.
- 5) Participate as a moderator during the meeting, if requested
- 6) Work with the Chair and Co-Chair in the design and implementation of DEI principles for meeting planning

LIAISONS

- Executive Committee:
- Staff: Sophie Mills

COMMITTEE MEETINGS:

- Minutes/Reports: Minutes serve as a record of meetings that take place by the committee. At the request of the Chair and with permission of the participating members, the meeting may be recorded. The committee must submit at least one written report a year, which is typically presented at the Annual Meeting of the Board of Directors. Additional written or verbal reports may be presented by the Chair or at the request of the Executive Committee or Board of Directors.