Scientific Sessions Meeting Planning Committee

Committee Purpose

Plan the annual Scientific Sessions meeting. This committee's term is July 1 - June 30 to align with the program planning timeline. Nominations received would be considered two years following the submission of application.

Charge & Responsibilities:

1. Plan the annual Scientific Sessions meeting, considering recommendations of Professional Section Steering Committee:
   A. Review and evaluate the previous year's Scientific Sessions
   B. Identify program objectives based upon identified needs
   C. Determine learning objectives
   D. Design program format based upon learning objectives
   E. Select topics and speakers for all program sessions (i.e., plenary, symposia, state-of-the-art lectures, current issues)
   F. Review and score abstract submissions
   G. Select oral and poster abstract presentations for the program
   H. Select chairs for all sessions, including oral abstract sessions
2. Refer all policy issues related to the work of the committee to the Scientific and Medical Meetings Oversight Committee for review and consideration.
3. As appropriate, advance the Association's policies and practices for inclusion within the context of the committee's work.
4. All committees should incorporate in their work the Association's core values of integrity, leadership, ownership, inclusion, trust, and the passion for making a difference.
5. Review the Strategic Plan and determine how the committee can contribute to the achievement of its targets through development of the Annual Business Plan. Annually report on progress toward achieving these targets.
6. Annually provide brief written reports to the Executive Committee on the committee's current year activities and results.

Qualifications for Membership

Members shall have a thorough knowledge and expertise in at least one scientific area related to topics presented at the Scientific Sessions. Nationally known expertise in a least one Scientific Sessions abstract category is essential.

Last update: 1/12/16