

Terms of Reference
Scientific Content Committee
Updated November 2014

Role

The role of the Scientific Content Committee is to provide support, input and direction on the scientific content for the World Congress.

Responsibilities

The key responsibilities of this committee include:

- Provide peer review of all submitted abstracts for oral and poster presentations as well as any other submissions (e.g., symposia, workshops) as required by the Congress Chairs
- Consult on the overall theme(s) for the World Congress as presented by the Congress Chair(s)
- Ratify the general scientific program design as developed by the Congress chair(s)
- Provide input, as requested by the Congress Chair(s), by identifying and recommending knowledgeable, respected Keynote presenters, Panelists, Symposia, Workshop Leaders, Satellite Meeting Convenors and other major oral presenters. The Congress Chair(s) will have final decision making powers over the composition of the Congress program's major presenters
- Work with prospective submitters to encourage submission of presentations (group and individual) that are considered advanced, leading edge, important submissions
- Review and evaluate all open calls for presentations/abstracts (oral and poster) as necessary in the development of the scientific program
- Be visible and vocal advocates of the congress to prospective attendees in the lead up to and during the congress
- Attend the Congress and serve as Session Chairs, Moderators, Discussants etc. as necessary in the delivery of the Congress

Committee Composition

This committee will be selected by the Vice President and Congress chairs and will comprise:

- The Vice President as committee chair,
- The Congress Chair(s) who will serve as Committee co-Chair(s)
- At least one immediate past Congress Chair or co-Chair
- 15 – 25 Members-at-Large, all in good standing

Committee composition must:

- include members from all regions
- reflect strong gender balance
- include scientists, researchers and/or post doc students representing a broad spectrum of active research and clinical backgrounds of interest to the membership and relevant to the themes of the Congress

Meeting Frequency

It is expected that this committee will undertake the bulk of its work through electronic communications on an as needed basis. As planning dictates the committee may also meet via conference call 2 – 3 times in the year prior to the World Congress. Meetings will continue until the scientific program has been completed, generally expected to be completed approximately 4 months prior to the Congress.

Remuneration

Members of this committee will serve in a volunteer basis.

Term and Succession

The Congress Chair(s) will serve for a single Congress cycle. Members at large can serve for a maximum of 3 Congress cycles, with a minimum of 1/3 of the committee turning over for each Congress cycle. Future Congress Chair(s) may be recruited from active members of this committee.

Other

- The Committee and Congress Chairs will meet to choose the SCC members who will be invited by the Committee Chair.
- The Committee and Congress Chairs will determine the best line of direct communication between them and the SCC
- All SCC members will include the Committee and Congress chairs in all communications about scientific content for the Congress
- The Committee Chair will act as consult on board policy (articles and bylaws) and liaison with the Strategic Planning Committee