

**Job Description for the
ISHLT Annual Meeting Program Committee and Chair
Approved December 19, 2017**

The Annual Meeting Scientific Program Committee shall consist of four components:

- Executive Program Committee
- Symposium Planning Committee
- Abstract Selection Committee
- Abstract Reviewers

Executive Program Committee

Composition: The Executive Program Committee shall be chaired by the Scientific Program Chair, and shall also include the current President, the Immediate Past Program Chair, the Incoming Program Chair and the staff member in charge of Scientific Program Planning. The Scientific Program Chair for a given year's Annual Meeting shall be selected by the nominated incoming President-Elect, subject to input from the Governance Committee and Board approval, and shall serve as Scientific Program Chair during that President's term of office.

Responsibilities:

- Serve as advisors to the Scientific Program Chair and provide guidance regarding executive decision-making between meetings of the Program Committee
- Assist in evaluating and resolving issues that arise that cannot be resolved by staff
- Solicit and review published, expert, and learner feedback regarding educational needs and identify practice gaps and educational needs to be addressed
- Develop learning objectives for the Annual Meeting that are tied to the identified practice gaps and educational needs
- Make every effort to include both new and experienced members on the SPC and ASC and among the abstract reviewers, and to ensure specialty, gender, geographic, and generational diversity among each group.
- Evaluate and prioritize applications for joint symposia with other organizations at the Annual Meeting and make recommendations for such to the Board
- Evaluate and make changes, as needed, to the format, structure, and content development process of the Annual Meeting Scientific Program

Time Commitment: The Executive Program Committee shall meet bi-weekly throughout the year via 30-60 minute conference calls to provide timely guidance to the Scientific Program Chair and staff regarding Scientific Program-related matters.

Scientific Program Chair

Responsibilities

- Lead bi-weekly Executive Program Committee conference calls
- Lead the SPC and ASC face to face meetings and conference calls
- Appoint members to serve on the SPC and ASC and to review abstract

- Provide initiative, leadership, and guidance to the Committee members to accomplish their responsibilities as outlined in this document
- Communicate with assigned staff and the President on a regular and as needed basis regarding issues that require Board intervention / guidance
- Develop the Scientific Program Committee reports required by the Board and deliver them to staff by the assigned deadlines
- Review and provide feedback on / content for all pertinent meeting material and communications to the membership
- Review all feedback from the Annual Meeting, deliver a written summary to the Board for review, and develop recommendations to the Board for any changes in future years
- Follow the guidance of the Board as to strategic or special considerations that impact the Annual Meeting
- Provide an invitation list to the assigned staff member for the Program Chair's party for the Program Committee during the Annual Meeting
- Provide a report to the membership at the Annual Meeting regarding the scientific program development process

Eligibility Criteria / Qualifications / Skill Set

- Leadership, organizational skills, and responsiveness commensurate with chairing a Committee
- Knowledge of / experience with the policies, procedures, and programs under the purview of the Annual Meeting Program Committee
- Prior exemplary service on the Symposium Planning Committee and the Abstract Selection Committee
- Knowledge of / experience with evaluation of evidence and development of medical educational programs
- Willingness and ability to assume responsibility for communicating with committee members, staff, the Board, and others in a timely proactive fashion (same day or 24 hour response time desired)
- Willingness and ability to assume responsibility for explaining and enforcing adherence to policies and procedures by Committee members and those interested in submitting abstracts and symposia
- Willingness and ability to assume responsibility for motivating committee members to deliver on their responsibilities in a timely manner
- Willingness and ability to resolve conflict and find solutions to problems raised by committee members, council chairs, general members, and others

Key Interactions/Communications

- President
- Immediate Past Program Chair
- Program Chair Elect
- Assigned staff members
- Committee members
- Abstract reviewers
- ISHLT Members
- Commercial Supporters
- Council Chairs

Time Commitment

In addition to the time required for the Executive Program Committee, SPC, ASC, and Abstract Review functions:

- Attend a 1-day site inspection of the meeting venue in May of the year prior to the meeting
- An average of 3 hours per week to communicate with staff on a daily basis via email and phone throughout the year
- An average of 2 hours per week to communicate on a daily basis with members regarding their needs, wants, and opinions
- Significant time during the week following the symposium planning meeting and the abstract selection meeting to tie up loose ends

Compensation Provided

In addition to that provided as a member of the SPC:

- Travel and hotel costs associated with attendance at the Annual Meeting and site inspection will be paid for by ISHLT
- Food and beverage costs associated with the Program-Chair's party for the Program Committee will be paid for by ISHLT. Such party may be combined with the President's private party, depending on the venue

Program Chair Elect

Responsibilities

- Participating in bi-weekly Program Committee conference calls
- Supporting the Program Chair in their activities and management of the Symposium Planning Committee
- Membership in the Symposium Planning Committee
- Participation in the Abstract Selection Committee

Key Interactions/Communications

- Program Chair
- Immediate Past Program Chair
- President
- Assigned staff members
- Committee members
- Abstract reviewers

Time Commitment: None in addition to the time required for the Executive Program Committee, SPC, ASC, and Abstract Review functions

Compensation Provided: None in addition to the compensation provided to the SPC members

Past Program Chair

Responsibilities

- Participating in bi-weekly Program Committee conference calls
- Supporting the Program Chair in their activities and management of the Symposium Planning Committee
- Membership in the Symposium Planning Committee
- Participation in the Abstract Selection Committee

Key Interactions/Communications

- Program Chair
- Program Chair-Elect
- President
- Assigned staff members
- Committee members
- Abstract reviewers

Time Commitment: None in addition to the time required for the Executive Program Committee, SPC, ASC, and Abstract Review functions

Compensation Provided: None in addition to the compensation provided to the SPC members

Symposium Planning Committee (SPC)

SPC Composition

- The Symposium Planning Committee shall consist of the Executive Program Committee members, the Editor of the Journal, as well as additional members appointed by the Scientific Program Chair in accordance with the below process.
- The Chairs of the Scientific Councils shall nominate up to four individuals to be considered for appointment as members of the SPC. Ideally, one nominee from each Council shall be selected by the Scientific Program Chair to serve on the SPC, subject to the approval of the Executive Program Committee.
- The Chair shall appoint sufficient additional Committee members, subject to the approval of the Executive Program Committee, to reflect the agreed-upon scientific and therapeutic disciplines, with no less than one and no more than four members assigned to each scientific or therapeutic discipline. Such terms are for one year.
- Each SPC member other than the Chair will be assigned to serve on one of the scientific/therapeutic topic subcommittees.
- One individual from each of these subcommittees will be appointed by the Chair to serve as the Liaison for that subcommittee.

SPC Eligibility Criteria / Qualifications / Skill Set

- SPC members must be members of ISHLT at the time of appointment and through the date of the meeting
- SPC members must have served as an abstract reviewer in the past.
- Council Officers and members of Council Education Workforces may not serve on the SPC.

- Other than the Past Program Chair, the Program Chair, the Immediate Past Program Chair, and the Editor of the Journal, no member of the SPC may serve more than two years consecutively. A break of one year minimum is required between any set of two-year terms.
- Willingness and ability to meet inflexible deadlines
- Willingness and ability to respond promptly and by the deadline to all assigned tasks
- Willingness and ability to block off time required time for ASC-related work, calls, and travel
- Excellent collaboration and communication skills

SPC Responsibilities

- Understand and comply with all conflict of interest (COI) processes and policies and adhere to all COI resolution requirements
- Understand all ISHLT policies, procedures, and applications relevant to the development of the annual meeting scientific program
- Come prepared and participate actively in all conference calls and meetings
- Provide specific content expertise, but seek to create the best overall program rather than being an advocate for their content area
- Ensure that the Annual Meeting Symposia and other invited content address the identified practice gaps and educational needs of the members and the established learning objectives
- Review and evaluate Symposia proposed by the members and Scientific Councils for the Annual Meeting
- Select, refine, develop as needed, and schedule the final Symposia and other invited content for the Annual Meeting
- Recommend members for the Abstract Selection Committee
- SPC Liaisons:
 - Lead the assigned subcommittee's efforts to assemble symposium content and speakers for presentation to the SPC
 - Communicate effectively with the Executive Program Committee, staff, subcommittee members, and other Liaisons
 - Work with other Liaisons to as needed develop multidisciplinary session content
- Ensure that all deadlines are met and that all required information is provided to the Program Chair and staff

Time Commitment

- 1 30-minute meeting at the prior year's Annual Meeting
- A period of 12 weeks during June, July, and August when approximately 5 hours per week can be committed to SPC responsibilities, to include conference calls with SPC and subcommittee members
- 1 2-day face to face Symposium Planning meeting in July (required for participation on the committee)
- Attendance at the Annual Meeting (required for participation on the committee)

Key Interactions

- Program Chair
- Assigned staff members
- Program Committee and sub-members

- Council officers and education workforce leaders

Compensation Provided:

- SPC members receive complimentary registration to the Annual Meeting for the year they serve on the SPC
- Expenses for travel related to attendance at the SPC meeting in July will be reimbursed by ISHLT
- Expenses for long distance calls required to conduct SPC business will be reimbursed by ISHLT

Abstract Selection Committee (ASC)

ASC Composition: The Abstract Selection Committee shall consist of the members of the Symposium Planning Committee Executive Program Committee members, plus such additional members appointed by the Scientific Program Chair, subject to approval of the Executive Program Committee, as are necessary to ensure that there are at least two members assigned to each of the primary abstract categories. Such terms are for one year.

ASC Eligibility Criteria / Qualifications / Skill Set

- ASC members must be members of ISHLT at the time of appointment and through the date of the meeting
- ASC members must have served as an abstract reviewer in the past.
- Council Officers and members of Council Education Workforces may not serve on the ASC.
- Other than the Past Program Chair, the Program Chair, the Immediate Past Program Chair, and the Editor of the Journal, no member of the ASC may serve more than two years consecutively. A break of one year minimum is required between any set of two-year terms.
- Willingness and ability to meet inflexible deadlines
- Willingness and ability to respond promptly and by the deadline to all assigned tasks
- Willingness and ability to block off time required time for ASC-related work, calls, and travel
- Excellent collaboration and communication skills

ASC Responsibilities

- Understand and comply with all conflict of interest (COI) processes and policies and adhere to all COI resolution requirements
- Understand and comply with all ISHLT policies, procedures, and applications relevant to the development of the annual meeting scientific program
- Come prepared and participate actively in all conference calls and meetings
- Provide specific content expertise, but seek to create the best overall program rather than being an advocate for their content area
- Recommend members to serve as abstract reviewers
- Review submitted abstracts and select those which describe the optimal scientific content for presentation at Annual Meeting
- Ensure that the presentations to be developed from the chosen abstracts will address the identified practice gaps and educational needs of the members and the established learning objectives
- Develop and schedule scientific session content based on the selected abstracts
- Select finalists and/or recipients for the various ISHLT abstract awards

- ASC Liaisons:
 - Lead the group's efforts to select abstracts which describe the optimal scientific content for presentation at Annual Meeting and use them to develop them into oral, mini oral, and poster sessions
 - Communicate effectively with the Executive Program Committee, staff, subcommittee members, and other Liaisons
 - Work with other Liaisons to as needed develop multidisciplinary session content
 - Ensure that all deadlines are met and that all required information is provided to the Program Chair and staff

Time Commitment

- Approximately 5 hours in September/October to assist in the nomination and selection of abstract reviewers
- A period of 2 weeks in December during which a total of 10-20 hours will be required to conduct the above-described work of the ASC, including being available on one full Saturday in early December for a conference call with the Executive Program Committee to finalize abstract selection
- Attendance at the Annual Meeting (required for participation on the committee)

Key Interactions

- Program Chair
- Assigned staff members
- Program Committee and sub-members
- Abstract reviewers

Compensation Provided

- ASC members receive complimentary registration to the Annual Meeting for the year they serve on the ASC
- Expenses for long distance calls required to conduct ASC business will be reimbursed by ISHLT

Abstract Reviewers

Eligibility Criteria / Qualifications / Skill Set

- Abstract reviewers must be members of ISHLT and of the relevant Scientific Council at the time of appointment and through the date of the meeting
- Secure and uninterrupted email and internet access with response times not exceeding 48 hours, particularly during the grading period
- The ability and willingness to block sufficient time during the first 2 weeks of November to review and score up to 100 abstracts via ISHLT's online scoring system
- There is an expectation that the Council officer will serve as abstract reviewers

Responsibilities

- Understand and comply with all conflict of interest (COI) processes and policies and adhere to all COI resolution requirements
- Understand and comply with all ISHLT policies, procedures, and applications relevant to the development of the annual meeting scientific program
- Provide specific content expertise in the assigned topic area
- Review and score all assigned abstracts by the stated deadline

Time Commitment: Sufficient time required to review and score up to 100 abstracts during a 2-week period

Compensation Provided: This volunteer role does not include any material compensation. However, the volunteering of one's time in this capacity is greatly appreciated by the members and leadership of ISHLT. Additionally, participation as an abstract reviewer qualifies one for consideration as a members of the Symposium Planning Committee or Abstract Selection Committee or in other ISHLT volunteer leadership positions.

What Success Looks Like

- A well-functioning Program Committee, with the needs and interests of all of the various ISHLT constituencies taken into account in the planning process and balanced appropriately in the final scientific program
- Scientific content that meets the educational needs and learning objectives of the Society members and attendees
- Scientific content that generates positive feedback from the Society members and attendees