



<b>Committee Profile:</b>	<b>Annual Conference Program Committee</b>
Role:	The Annual Conference Program Committee shall manage the scientific content of the ISOQOL conference. They shall develop the theme, invite plenary speakers, and solicit presentations to develop a diverse scientific program. The Co-Chairs and committee members shall oversee the details to ensure the highest quality educational program and promote participation.
Committee Members: Term 18 Months	<p>Committee consists of:</p> <p>Two (2) Committee Co-Chairs          One (1) Local Representative          One (1) Symposium Chair</p> <p>The Board Liaison will act as an ex-officio member in an advisory role</p>
Member Selection:	<ul style="list-style-type: none"> <li>• The Program Chairs will be appointed by the Executive Committee a minimum of 1-1/2 years in advance.</li> <li>• Committee members will be appointed by the Chairs with approval of the Board Liaison and Executive Committee by July, 15 months in advance.</li> </ul>
Activities:	<p><b>Chairs</b></p> <ul style="list-style-type: none"> <li>• Attend the Annual Conference in October.</li> <li>• Attend standing conference calls.</li> <li>• Present brief invitation presentation at prior year's Annual Conference.</li> <li>• Attend two day planning meeting in early June at site to review scored abstracts for placement in oral and poster sessions.</li> <li>• Manage the Annual Conference Open Forum session.</li> </ul> <p><b>Committee Members</b></p> <ul style="list-style-type: none"> <li>• Attend the Annual Conference in October.</li> <li>• Attend applicable conference calls.</li> </ul>
Responsibilities:	<p><b>Program Co-Chairs</b></p> <ul style="list-style-type: none"> <li>• Develop the highest quality scientific program.</li> <li>• Working with the ISOQOL office, review the conference budget and schedule.</li> <li>• Working with the ISOQOL office, review/select committee members.</li> <li>• Working with the Committee, develop a conference theme to be presented to the Board for review at the preceding October Board meeting.</li> <li>• Develop draft program including a list of potential plenary topics and speakers.</li> <li>• Attend in-person planning meeting to review scored oral and poster abstracts, and assemble oral sessions, poster sessions, and cutting edge research plenary sessions.</li> <li>• Oversee the progress of the committee member tasks described below.</li> </ul>

#### Committee Members:

- Assist in developing the highest quality educational program.
  - The Symposia Chair, working with the Program Committee and ISOQOL office, shall review the scored symposium abstracts for each category; determine symposium abstracts to be presented at the conference; and work with the symposium speakers to monitor progress. The chair will manage conference calls with speakers and report back to the Program Committee.
  - The Local Member Representative, working with the Program Committee and ISOQOL office, shall assist with marketing and promotion of the conference to increase local/regional attendance and participation in the conference.
- Program Committee shall work with the ISOQOL office to develop and review the post conference evaluation distributed to all attendees.

#### Board Liaison:

- Will review the progress of the Program Committee and report to the Board of Directors.
- Will forward direction from the Board of Directors to the Program Committee.
- Present the draft program detailing plenary or invited sessions for approval to the Executive Committee.
- Assist with advice where necessary.

#### ISOQOL Office

- Act as an advisor and support for the program committee.
- Budget – From the board approved schedule, the ISOQOL office shall prepare a draft budget for review and gain approval of budget through the Executive Committee and Board of Directors. Working with the Chairs, the ISOQOL office shall document expenses to ensure fiscal responsibility.
- Program Structure – The ISOQOL office and Executive Committee will develop the structure and logistics of the program.
- Sponsorship – The ISOQOL office, leadership and chairs will solicit grants and support from industry partners.
- On-site – The ISOQOL office shall manage all logistics of the meeting including hotel catering, room assignments, audiovisual, meeting space, events, etc.

#### Mentor/Mentee

- Develop and expand mentor/mentee programs.
- Work with the ISOQOL office to increase mentors.
- Review and match mentee applicants with mentors for the annual meeting mentor-mentee session.

#### Workshops

- Select workshops for development of program at annual conference.
- Analyze workshop evaluations to determine possible repeat workshops for future meetings.