

Roles and Responsibilities

Annual Conference Committee Chairs

Numerous volunteer groups contribute to the 2027 ISOQOL Annual Conference, but sitting at the helm is the Annual Conference Committee. This committee oversees the development of the scientific content presented at the conference. Programs are determined annually based on strategic initiatives.

2027 Annual Conference Committee Chair Responsibilities

Entire Term- Two-year term (January 2026 – January 2028)

- Ensure timely and effective communication with ISOQOL staff, volunteers, and leadership.
- Actively promote the Annual Conference within your professional network.
- Coordinate sponsorship and exhibitor brainstorming with the Fundraising Committee.
- Recruit volunteers from your network, including committee members, speakers, moderators, and reviewers.
- Help identify and resolve potential conflicts of interest or disclosures, consulting the Board Liaison when escalation is required.

2026

- Attend an orientation call with ISOQOL staff and the Board Liaison. Attend a post-2026 conference debrief with the 2026 and 2028 Annual Conference Chairs.
- In collaboration with the Board Liaison, draft a conference theme, three plenary session descriptions, and any proposed specialty events for Board input and approval.
- Finalize the theme and plenary descriptions based on Board feedback.
- Begin identifying potential plenary speakers, moderators, and panelists.
- Convene a strategy meeting with committee and subcommittee members following approval of the theme and plenary sessions.
- Develop a speaker recruitment plan, particularly for non-member or external participants.
- Contribute to funding and sponsorship brainstorming as needed.
- Prepare a promotional presentation for the 2027 Annual Conference, to be delivered at the 2026 event.
- Actively volunteer at the 2026 Annual Conference (e.g., as a moderator, reviewer, or competition judge).

2027

- Participate in a post-2026 planning discussion with the 2027 and 2028 Chairs.
- Finalize plenary session speakers, moderators, and panelists.
- Participate in committee meetings as needed.
- Lead planning calls with plenary session participants.
- Participate in the in-person program planning meeting (2–3 days) to:
 - Finalize abstract acceptances and rejections

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Annual Conference Committee Chairs

- Organize general abstracts into sessions
- Select competition finalists
- Prepare and deliver the Welcome Address at the 2027 Annual Conference.

Post-Conference (Nov 2027 – Jan 2028)

- Participate in a post-2027 debrief with the 2028 and 2029 Chairs.

Sample Co-Chair Calendar

Note: Estimates based on past years; a detailed calendar will be provided upon appointment.

2026

Commitment: ~4–6 hours/month of independent work + 11 hours of scheduled calls

Calls:

- 1 orientation call
- 1 debrief with 2025 and 2026 Chairs
- 3 theme/plenary development calls
- 1 committee/subcommittee debrief
- 4 speaker brainstorming calls (Sep–Dec)

2027

Commitment: ~4–6 hours/month of independent work + 30 hours of calls + 2.5-day in-person planning meeting (June)

Calls:

- 4 plenary speaker selection calls
- 1 debrief with 2026/2028 Chairs
- 1 debrief with Local Rep Subcommittee
- 14 calls with staff
- 9 calls with plenary speakers
- 1 committee debrief

2028

Commitment: 2 hours of scheduled calls

Call:

- 1 debrief with 2028/2029 Chairs