



ispd

International Society for Prenatal Diagnosis

Building Global Partnerships in Genetics and Fetal Care

Position Description 07.00

PROGRAM COMMITTEE CO-CHAIR

The Scientific Program Committee Co-Chairs are governed by this position description and the conference policies. Scientific Program Committee Co-Chairs receive complimentary conference registration and up to five nights of hotel as required.

QUALIFICATIONS

1. Attendance of at least one previous ISPD conference
2. Basic understanding of the conference policies and procedures

MAJOR RESPONSIBILITIES

1. Select and invite Local Committee members in agreement with the Board (If Local Committee members are not ISPD members, the Co-Chairs may choose to offer them complimentary membership for the year in which the conference is held and complimentary conference registration. Local Committee members serve on the Scientific Program Committee as set forth by the Scientific Program Committee terms of reference.)
2. Schedule and conduct regular meetings of the Local and/or the full Scientific Program Committees.
3. Provide oversight to the Education Committee/Chair and course chairs to ensure the courses complement (and do not duplicate) the subjects presented during the conference, are relevant to potential delegates, and optimize input from invited speakers in the main program.
4. Manage deadlines and deliverables with the assistance of ISPD HQ as noted below.

MAJOR DELIVERABLES

1. Confirm committee roster – 10 months out (15 September for July conference)
2. Identify prospective invited speakers for committee approval – 10 months out (15 September for July conference)
3. Identify marketing opportunities with committee and Board input from ISPD Board and assistance of ISPD HQ – 9 months out (15 October for July conference)

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4. Confirm invited speakers for conference and courses with committee/Education chair input – 8 months out (15 November for July conference)
5. Assess blinded abstract review results and develop draft program for committee approval (HQ will provide details on presenters/companies to assist in developing draft program) – 4 months out (15 March for July conference)
6. Before program is published, review with abstracts unblinded to ensure there is an appropriate balance of speakers, and recommend to the Scientific Committee substitution with other abstracts if necessary – 3 months out (1 April for July conference)
7. Monitor budget with input from ISPD Treasurer and assistance of ISPD HQ – ongoing
8. Ensure conference policies are being followed – ongoing
9. Approve/deny special requests from speakers/registrants – ongoing
10. Manage emergency speaker replacements as needed with input from ISPD board and assistance from ISPD HQ – ongoing
11. Write/approve newsletter articles as needed to promote conference – ongoing
12. Work with SIGs to identify moderators – 2 months out (1 May for July conference)
13. Identify opportunities for volunteer assistance onsite with help from committee and ISPD HQ – 2 months out (15 May for July conference)
14. Assist with Joe Leigh Simpson Award selection – 1 month out (15 June for July conference)

Adopted by the ISPD Board of Directors

Date: 15 September 2015

Revised: June 2017