

ISPRM COMMITTEE OPERATIONAL GUIDELINES - CONGRESS SCIENTIFIC COMMITTEE (CSC)

1 November 2018

1. Name

Congress Scientific Committee (CSC)

2. Purpose

To ensure a smooth and continuous organization and planning of ISPRM World Congresses.

3. Goals

The CSC:

- a. **Identifies the main themes of the congress**, following the agreed ISPRM World Congress topic list
- b. Has **responsibility for all aspects of the congress scientific/educational program** including pre-conference sessions and all types of sessions during the congress
- c. Has responsibility for **releasing the final scientific program at least 14 weeks prior to the congress** and following approval by the ISPRM President's Cabinet (a **preliminary timetable** should be available from **12 months prior** to the congress and should be made public on the website for promotional purposes)
- d. Selects the **Review Committee**, which is responsible for abstract reviews
- e. The **Review Committee Chair** is selected by the Chair of the CSC.

4. Membership

- a. **Number:** 18 PRM experts, 9 chosen by the LOC, 9 chosen by the ISPRM President's Cabinet. The 9 experts chosen by ISPRM must consist of 3 representatives from each of the three major geographic areas of ISPRM (Americas - Europe, Eastern Mediterranean and Africa - and Asia-Oceania). In addition to these 18 members, the ISPRM President at the time of the congress (or her/his representative), the current President and the Congress Scientific Committee Chairs from the last 3 congresses, as well as the Congress Scientific Committee Chair for the next congress, will be ex officio members of the CSC
- b. **Mechanism of selection:** The Chair of the CSC and the 9 experts will be designated by the LOC with final approval by ISPRM President's Cabinet
- c. **Eligibility:** The members nominated by the ISPRM President's Cabinet should be experts in their respective fields and fulfil the following requirements:
 - Being an active ISPRM member (individually or through the National Society)
 - Having already played a major role in the organization of an International Congress and having participated in Scientific Committees of International and National Congresses
 - Having a good scientific background (author of scientific papers, reviewer)
- d. **Terms of Appointment:** The term of office for the ISPRM members is three (3) years with a replacement of three members each year (one per region). The term of office for the LOC members will be the time from appointment until the end of the congress.

5. Organizational Structure



6. Reporting mechanisms

The Scientific/Educational program must be approved by the President's Cabinet.

7. Required resources

No specific resources are required other than the requirements listed in 8. Procedures.

8. Procedures

Please see the following pages for the suggested process and procedures for the development of the Congress Scientific Program.

8.1 Suggested steps and timeline for the development of the Scientific Program

26 months prior Invitations sent to Congress Scientific Committee (CSC) members

24 months prior First meeting of the CSC, held at the ISPRM World Congress 2 years' prior

- To have a face-to-face kick-off meeting
- Discuss the structure of the ISPRM World Congress Program; Abstract Topic list; Processes and Procedures of the committee; Scientific timeline; agree actions *i.e. proposition of overarching key themes (4-6), topics, speakers (Invited and keynote lecturers)*

18 months prior	<p>CSC online status meeting</p> <ul style="list-style-type: none"> ● <u>Propose</u> key congress themes and suggestions for keynote speakers and sessions
12 months prior	<p>Second meeting of the CSC, held at the ISPRM World Congress 1 year prior</p> <ul style="list-style-type: none"> ● <u>Confirm</u> the congress key themes, confirm the keynote topics ● Letter to ISPRM National Society Representatives and National Society Presidents - interest in participating, potential speakers, session suggestions, reviewer names ● Letter to ISPRM Committee Chairs - asking for session proposals, workshop and meeting requirements, speaker and session suggestions and reviewer names ● Letter to Scientific Societies through PC liaison that have an agreement for joint sessions requesting topic suggestions and lecturers (in principle, 2 from that specific Society and two from ISPRM; if feasible, one from the National Hosting Society and one international)
11 months prior	<p>Review suggestions and research the proposed names checking scientific credentials. Find potential speakers for topics missing suggestions via PubMed</p>
10 months prior	<p><u>Confirm</u> Keynote speakers, sessions and pre-conference sessions for online publication and promotion (preliminary program)</p>
9 months prior	<p>Abstract submission opens</p>
5-6 months prior	<p>Abstract submission closes</p>

8.2 General principles

- If the CSC Chair is not from the national society, they should have a **local counterpart** who will work closely with them and bring the local dynamic to the program
- CSC Chair should **liaise with every member of the CSC** ensuring a close collaboration
- Where possible documents should be stored in a **collaborative working space** i.e. Dropbox
- A **database of speakers** should be started from 2017 detailing potential speakers against each topic area
- Requirements for CSC members:
 - Attend meetings in person (where possible) and via online calls
 - Propose themes, topics and speakers
 - Review of abstracts

8.3 Scientific Program principles

- There can be a maximum of up to 10 Keynotes (KL); and up to 100 invited speakers (IL); these should be in an equitable (not equal) distribution among the three ISPRM geographic areas

- A maximum of 5 parallel sessions
- Sessions will generally have a duration of 90 minutes; they will consist of two/three IL and allow 30 minutes for oral abstract presentations (OP) (these oral presentations will be the best scored by the reviewers and Scientific Committee on the specific topic of each session)
- The other OP accepted by the reviewers will be presented in “Oral Presentations sessions” (without IL) during slots of two hours with a time of 10 minutes (7 for presentation and 3 for discussion) for each presenter
- The Posters accepted by the reviewers will be presented in “(e-)Poster Presentations” (PP) during slots of 1 hour (11 PPs) with a time of 5 minutes (3 for presentation and 2 for discussion) for each presenter
- The CSC will suggest chairs/moderators for each session, including KL, Sessions, OP and PP; each session will have at least two; ideally, at least one from the Local Society; the Organizing Committee will closely collaborate in this task
- Each of ISPRM’s Committees is entitled to submit one session for placement within the ISPRM scientific program
- ISPRM has agreements in place with several international societies in related disciplines to the field of PRM to host **joint sessions** at the World Congress. The current listing will be provided by the Central Office.

8.4 ISPRM business meetings and side meetings

The Business meeting schedule is organised by the ISPRM Central Office, and is not part of the Scientific Program, however it is included here, as it is an important element of the World Congress.

ISPRM business meetings

ISPRM has the following business meetings as standard throughout the congress, please note the **AIM** and **AOD** meetings should feature on the main scientific program:

**NB an EC 2 meeting is sometimes held after the AOD, only in years of election – this meeting would then*

Meeting	Day	Start	End	Type of meeting
Committee meetings	Sunday (day 0)	08:00	20:00	4 rooms + ISPRM office room where ISPRM Committees will meet based on a pre-set schedule – Board room setting (incl Committee Chairs, PC & Council of Past Presidents)
EC (1)*	Monday (Day 1)	12:30	14:00	Executive Committee meeting - Board room setting
AIM	Tuesday (Day 2)	17:30	19:30	Assembly of Individual members - end of sessions, Plenary Hall. Theatre style setting - top table facing the audience with 4 microphones
AOD	Wednesday (Day 3)	15:30	19:00	Assembly of Delegates - Theatre style for 100 pax ++ with top table facing the audience with microphones for 6 pax. Photographer throughout the meeting. Beamer, computer
President's Retreat	Thurs-Saturday	Thurs pm	Sat pm	Business meeting/strategic workshop, held offsite. Organised by LOC and will include business meeting and leisure time.

be held on Thu AM.

Committee meetings for all ISPRM Committees are held on the **pre-conference day** i.e. Sunday. These meetings are spread across four rooms.

Side Meetings

One room (ISPRM Office) is to be made available during the three main days of the congress, to support ad hoc meeting room requests sent by ISPRM members. These are requested by committee chairs, ISPRM members and allocated accordingly based on availability.