**SCIENTIFIC SESSIONS PROGRAM COMMITTEE CHARGE**

**Number of Members**  Up to a maximum of 37

**Composition**
Members shall include the President-Elect, 1st Vice President, 2nd Vice President, two members from the Health Policy or its subcommittees and up to 32 at-large members with a diverse mix of expertise and backgrounds, with an early career member on each team, as appropriate. The Chair of the CME Compliance Subcommittee participates on an ad hoc basis as a non-voting member. The Committee Chair may invite guests as needed to expedite information sharing.

**Method of Appointment**
The 1st Vice President shall serve as the Chair. The 2nd Vice President shall serve as the Abstract Chair. Committee members shall be appointed by the President-Elect, in consultation with the President and the Chief Executive Officer.

**Term of Office**
One year. Reappointment for three additional consecutive terms of one year is permissible, except early career members who serve a maximum of two years, unless assigned a permanent position to a non-early career role.

**Strategic Plan Alignment**
- Secure Financials
- Increase Reach
- Build Brand

**Accountability**
Reports to: Board of Trustees

Staff Liaisons: Chief Learning Officer (primary); Senior Director, Education & Program Services; Director, Scientific Sessions & Education (secondary)

Key Relationships: Education Committee, Membership Committee, Communications Committee, Young Investigator Awards Subcommittee

**Purpose**
To ensure the quality of the Society’s annual Scientific Sessions as the leading worldwide source of information on heart rhythm disorders.

**Responsibilities**
- Develop the meeting format, including coordinating the needs of internal committees and interest groups and designing the scientific program.
- Regularly assess the state of knowledge in the field of electrophysiology, review gaps in knowledge and develop strategies to address unmet needs.

*Revised January 2018*
• Regularly evaluate the effectiveness of the Scientific Sessions for physicians, scientists and allied professionals.

• Identify, select and recruit faculty members.
• Review and select abstracts to be presented.
• Oversee preparation and dissemination of the preliminary and final programs.
• Oversee all activities related to the annual meeting.
• Annually evaluate the meeting’s effectiveness and economics, and recommend future enhancements to the following year’s committee.
• Safeguard the Society’s reputation as an ethical and scientific leader.
• Comply with the educational standards as set by accrediting bodies.
• Ensure fiscal responsibility within approved budgets and for new enhancements or programs within scientific sessions.

Decision-Making Authority
• Establish the committee’s procedures.
• Set the annual program.
• Select the faculty, abstract presenters and other speakers.
• Approve the preliminary and final programs.
• Recommend enhancements or changes to the Board.

Meeting Frequency
Three to four meetings annually, by teleconference or face-to-face. Additional meetings as needed.

Estimated Time Commitment
0 – 20 hours per month

Busiest Times of the Year
Prior to committee conference call meetings
Program build (June 15 - August 15)
Abstract review and session build (December 15 - February 1)
Late-breaking clinical trial review and selection (March 15 - April 1)
Budget preparation cycle (June - August)

Scheduled
Committee Conference Calls (June 15 – 30 and as needed)
In-Person Meetings (at ACC annual meeting and HRS Scientific Sessions)

Ad Hoc
Chair & Co-Chair Conference Calls (weekly with staff liaisons)

Revised January 2018