SCIENTIFIC SESSIONS PROGRAM COMMITTEE CHARGE

Number of Members  Up to a maximum of 31

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 26 at-large members with a diverse mix of expertise and backgrounds. 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
Two years. Reappointment for one consecutive term of two years is permissible.

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

Accountability
Reports to: Board of Trustees

Staff Liaisons: Vice-President, Education (primary); Manager, Scientific Sessions & Education (secondary)

Key Relationships: Education Committee, Membership Committee, Communications Committee, Young Investigators Award 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.
• 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)