

APPROVED BY BOARD OF DIRECTORS ON NOV 13, 2025

Annual Meeting Committee

Committee Structure:

- Annual Meeting Committee Chair
- Scientific Program Committee Chair
- Advocacy Council Chair
- Collaborations Council Chair
- Community Council Chair
- Education Council Chair
- Research Council Chair
- Section Council Chair

Selection of Annual Meeting Committee Chair:

The Annual Meeting Committee Chair will serve as the liaison to the Board of Directors and the committees and sections who play a role in organizing annual meeting programming. The Annual Meeting Committee Chair will first serve on the Scientific Program Committee. The three-year members of the Scientific Program Committee serve the first year as a committee member, second year as the Poster Chair, third year as the Scientific Program Chair and will assume the role of Chair of the Annual Meeting Committee outside of the Scientific Program Committee, the fourth year.

Responsibilities of Annual Meeting Committee:

- Develop the Annual Meeting theme.
- Review and revise the annual meeting speaker policies.
- Create/Review the proposed annual meeting schedule and timelines for submissions.
- Review and select Research Interest Groups (RIGs) for Annual Meeting programming.
- Review and select Career and Professional Development Programming.
- Review and finalize the program schedule, making sure to minimize overlap, and ensure balance.

General Timeline of Duties (based on meeting occurring in February):

March

- Review draft of the annual meeting schedule and propose any changes.
- Review comments from survey of attendees of the prior annual meeting.

June/July

- Review applications for Career and Professional Development sessions and RIGs and decide on acceptances.

September/Early October

- The Annual Meeting schedule will be reviewed with the dates/times of placement of Workshops/Symposia as well as placement of the Career and Professional Development/RIG sessions.
- The confirmation of slots for the podium sessions will be completed.