**AmSECT Committee Charter**

**COMMITTEE NAME:** International Conference Planning Committee

**PURPOSE/ROLE:**

* Steers the strategic direction for AmSECT’s International Conference. This Committee helps decide where the Conference takes place each year and oversees the Conference budget and overall content.
* Execute the International Conference, including the creation of conference agenda and structure including determining session topic selection, recruitment of speakers and moderators, scheduling of sessions, strategic planning of educational content, and conference structure (including any pre-meeting or post-meeting workshops).
* Review conference evaluation feedback to help create strategy for the following year’s International Conference.
* Administer the Call for Abstracts and review & select abstracts for poster and oral presentations.

**MEMBERSHIP PROCESS:**

* The committee co-chairs will determine the committee members, with option for reappointment pending Chair and BOD approval.
* Co-chairs are highly recommended to serve for multiple years to keep continuity of planning.
* A representative of the Pediatric and Congenital Committee (usually chair) will participate as a co-chair.

**EXPECTED COMMITMENT:**

Extensive work including planning committee meeting, occasional calls, and regular emails to determine topics, speakers and schedule, between approximately nine months out from the conference leading up to the International Conference in March.

**STRATEGIC PLAN OBJECTIVES:**

* Perform an evaluation of the AmSECT conference series\*. Consider evaluating:
  + The benefits/shortcomings of re-expanding the series.
  + Partnership with other perfusion and medical societies.
  + Advanced cross-conference registration tracking for marketing.
  + Options for advanced hybrid technology.
  + Location (fixed/changing, regional areas, tier levels).
  + Ala-carte workshops.
  + CEUs.
  + Expanded mobile app use/functionality.
  + Sponsor needs and desires.
  + Services for demographic special needs.
  + New attendee welcome services.
  + Electronic badging for vendors.
  + Expanded student-friendly resources.
  + Student and transitional discounts.
  + Volunteer or volunteer leadership discounts.
  + Presenter’s reception.
  + Organized review and report of competing conferences and breakout rooms for vendor presentations.
* In conjunction with the BOD, integrate into the annual conference site selection process.
* Embed committee updates in the International Conference agenda.
* In conjunction with the Membership Committee, evaluate the need for a presentation of content at the international conference geared towards different cohorts of perfusionists (ie. needs of women in perfusion, students, etc.).
* In conjunction with the ICEBP, facilitate presentation of deidentified PERForm & PediPERForm data review at the AmSECT International meeting.

**STAFF LIASON :** Houa Vang houa.vang@amsect.org