



## Canadian Society of Palliative Care Physicians

### Conference Subcommittee Terms of Reference

#### Purpose

To plan the annual Advanced Learning in Palliative Medicine Conference (ALPM) in cooperation with CSPCP staff and CSPCP's contracted professional conference planning firm. The conference is held in May or June of each year.

The Conference Committee will seek out 1-2 palliative care physicians in the city where the conference is being held, to provide local expertise and insights.

#### Role:

Support the CSPCP to:

1. Determine the conference theme and location (on a rolling basis, 2 years ahead)
2. Identify and secure keynote speakers in accordance with CSPCP guidelines and the board-approved conference budget
3. Prepare a call for abstracts for both short oral presentations and poster presentations.
  - Evaluate and rank submitted abstracts
  - Lead selection process for short oral presentations & poster presentations
  - Lead onsite judging process for short oral presentations & poster presentations
4. Identify topics and speakers for invited workshops
5. Prepare a call for submitted workshops
  - Evaluate and rank submitted workshops
  - Lead selection process for submitted workshops
6. Prepare applications for certification and accreditation (CFPC, Royal College)
7. Refine CSPCP conference planning checklists and guidelines
8. Plan social and networking activities
  - Encourage engagement of Active, Associate and Resident/Student members
9. Mentor incoming committee members
10. Provide guidance on potential exhibitors/sponsors relevant to the conference

#### Notes:

The conference budget is determined by CSPCP.

Final decisions at the discretion of the Board.

*Approved by CSPCP Board April 10, 2017*

*Updates approved by CSPCP Exec and Education Chairs June 26, 2017*

## **Chair**

Committee is chaired by the CPD Committee Chair.

## **Core Committee Members**

Seven to eight people consisting of:

*One or two members of the CSPCP Board.*

*CSPCP Executive Director*

*Five CSPCP members in good standing* who have submitted an Application to Participate and have been selected by the Selection Committee of the Board. The selection committee will consist of three Board members, at least one of whom is a member of the Executive. Specific roles that are required from CSPCP Members are:

1. Certification/Accreditation lead
2. Workshop lead (invited and submitted workshops)
3. Abstract lead (submitted short oral presentations and posters)
4. Social coordinator / member engagement lead
5. Exhibitor/sponsor advisor (e.g., suggest additional exhibitors/sponsors; help with appropriate messaging, advise re /suitability/relevance of exhibitors)

## **Local Members (rotating)**

The Conference Committee will seek out 1-2 palliative care physicians in the city where the conference is being held, to provide local expertise and insights during the 18 months prior to a conference.

## **Term**

3-years. Renewable in one-year increments with approval of the CPD chair. If positions are vacated, the CSPCP will put out a call to the membership for applicants to the committee.

## **Remuneration**

No remuneration, as per the [CSPCP Policies Pertaining to Committees](#).

Committee members will receive reduced or complimentary registration to the ALPM conference, depending on their role. Travel and accommodation costs are not included.

## **Reporting Structure**

Reports to the CPD Committee, which in turn reports to the Board.

*Approved by CSPCP Board April 10, 2017*

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## **Time Commitment**

- One-hour monthly teleconferences
- At least 8 hours of additional time per month; rising to 3+ days per month during the heaviest months of planning

## **Administrative Support**

- Contracted conference planner: project management, organize and lead telecons, venue, registration, sponsorship, web site, onsite logistics including registration desk, meeting room arrangements, exhibit hall, A/V, catering, awards event.
- CSPCP Executive Director: budget, process, sponsorship, general guidance, CSPCP activities within the conference (such as AGM, committee meetings, awards presentations)
- Administrative support (as directed by the Committee through the Executive Director): messaging to members, issue calls and notification
- Administrative tools: Telecon number, GoToMeeting, Survey Monkey