



## 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, CSPCP's contracted professional conference planning firm, and a palliative care physician from the host city. The conference is held in May or June of each year.

#### Role:

Support the CSPCP to:

1. Determine the conference theme (if applicable) 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
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 (College of Family Physicians of Canada and Royal College of Physicians and Surgeons of Canada)
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 are at the discretion of the Board.

## **Chair**

The Conference Committee is Chaired by the Chair of the Continuing Professional Development (CPD) Committee

## **Core Committee Members**

Eight people consisting of:

### *The Committee Chair*

*Six CSPCP members in good standing* who have submitted an Application to Participate and have been selected by the Selection Committee of the Board. <sup>1</sup> The Selection Committee will choose members based on diversity of geographic location, work setting, and years in practice, as well as experience with conference planning and interest in specific committee roles.

Specific roles on the committee are:

1. Certification/Accreditation lead
2. Submitted workshop lead
3. Abstract lead (submitted short oral presentations and posters)
4. Members at large (3)

### *One local member (see below)*

At least one Committee representative must be on the CSPCP Board, at least one must be a member of the Royal College of Physicians and Surgeons of Canada, and at least one must be a member of the College of Family Physicians of Canada.

## **Local Members (rotating)**

The Conference Committee will seek out a palliative care physician in the city where the conference is being held, to provide local expertise and insights during the 18 months prior to a conference. The local member is responsible for soliciting input from his/her colleagues in the host city.

## **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.

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<sup>1</sup> The selection committee will consist of three Board members, at least one of whom is a member of the Executive. If the Chair is not on the Board, he/she will be added to the selection 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.

## **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 or designated staff member: 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