



Australian & New Zealand
Bone & Mineral Society
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Terms of Reference

Program Organising Committee

Program Organising Committee (POC)

In the allocation of areas of responsibility, below, it is clear that in some cases there is overlap between POC and the Local Organising Committee (LOC) and (in particular) the Professional Conference Organiser (PCO). Therefore it is *essential* that there be strong, cooperative links between POC, LOC and PCO.

Date of the ASM will be decided by Council taking into account holidays, significant dates, other bone-themed meetings and any advice from LOC concerning local weather/events.

Composition of POC

- The chair of the POC will rotate through a 3yr cycle; as an assistant Chair (year 1), Chair (year 2) and as a liaison member (year 3). This position will be appointed by the ANZBMS Council. The chair will recommend the POC membership for approval by ANZBMS Council.
- At least one member of the POC should also serve on the LOC.
- POC Membership is to include a member of Council, and appropriate representation of the following should be taken into consideration in establishing the POC: clinical /basic expertise, geographic distribution of the membership, stage of career, and gender balance.

Responsibilities of POC

- Supervise the meeting account in liaison with the PCO and LOC with advice from the ANZBMS Treasurer and final approval by ANZBMS Council. Note that all conference-related expenses are to be negotiated by PCO in conjunction with ANZBMS Treasurer/Council with the exception of invited speaker expenses which are set by ANZBMS Council.
- Through appropriate consultation, plus any instructions from Council, and in liaison with the ANZBMS Research Committee, develop the Scientific Program, including recommendation of Invited Speakers and expenses. Appropriate representation for all geographic regions of the ANZBMS and provision of sufficient opportunities for junior scientists and newcomers to the ANZBMS to showcase their research should be considered. Final approval by Council of budget and selection of speakers is required before invitations are issued. Invitation letters should be signed by both the POC Chair and ANZBMS President.
- Assume primary responsibility for invitations to Invited Speakers, in conjunction with the President/Council and liaise with LOC/PCO for managing their requirements and obligations at the Meeting.
- Raise sponsorship in co-ordination with PCO and Council.
- Organise the content and distribution of the first and subsequent announcements of the Meeting in conjunction with the PCO.
- Organise (in collaboration with Council, LOC and PCO) Meeting registration documents (both hardcopy and web-based), including the call for abstracts, and distribution of this material (through the PCO, ANZBMS Secretariat and WebMaster).



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- Organise (in collaboration with the ANZBMS Research Committee and ANZBMS Secretariat) the call for; **(i)** travel awards, and; **(ii)** the various awards presented during the Meeting (see ANZBMS website). Criteria for eligibility and judging of awards and prizes should be clearly defined in the registration literature.
- Devise the final scientific program for review by Council, through evaluation and triaging of submitted abstracts; aim for a rate of at least 20% oral presentation of submitted abstracts.
- Supervise the editing and assembly of the abstract book, and in collaboration with PCO, arrange its printing and/or electronic publishing, subsequent to review by Council.
- Supervise the construction of session identification slides and other materials to facilitate the conduct of the scientific sessions.
- Provide (through the PCO) abstract scores to the ANZBMS Research Committee, to assist with the assessment of ANZBMS awards based on abstract submissions to the meeting. These awards are:
 - (i)** Roger Melick Young Investigator Award
 - (ii)** Chris & Margie Nordin Young Investigator Poster Award
 - (iii)** Amgen-ANZBMS Outstanding Abstract Awards
 - (iv)** MSD Award
 - (v)** The Philip Sambrook Award
 - (vi)** any additional awards identified by Council or those for which the POC is able to raise appropriate funds.
- Be fully aware of the Terms of Reference of the Request to Tender that the chosen PCO has agreed to.
- In collaboration with LOC (who will generally take the primary role in logistical matters, but not in relation to conduct of the scientific sessions), provide *general scrutiny, supervision and troubleshooting* of the local conduct of the Meeting, for its duration. This includes recruiting personnel with allocated responsibilities *before and during the Meeting*, under the following headings:

Program/Abstract book

The final draft needs to be carefully proofed before going to printing. This may be a task of the POC, but LOC can have input to verify some of the following points:

- Abstracts are numbered and numbering corresponds to index.
- Affiliations and biographies of invited speakers (National and International) may be considered.
- Location guides and maps to include clear instructions of slide preparation room location/ staffing/ times manned and also name of a coordinator (if known).
- Location(s) of meals and tea/coffee.
- List of members is current and complete.
- List of sponsors/trade exhibitors is current and complete.
- Sufficient abstract books to be printed to cover late registrants and Hotel/AV staff.

Chairpersons and Auditorium (in collaboration with LOC)

- ANZBMS ASM Banners and labels for the front of lecterns and/or table for Chairpersons stating ANZBMS ASM, City and Year - in conjunction with PCO
- Desk signs with names of chairpersons for each session (PCO - LOC/POC to action).



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- Water for speakers and chairpersons (PCO - LOC/POC to check).
- Appoint a chairperson for each breakfast session. Their task may be as simple as introducing the speaker and directing questions.
- On first day, verify that trade exhibits and placement match expectations and agreed floor plan in conjunction with LOC/PCO.
- Verify that sufficient poster boards are in place, that poster boards meet agreed dimensions, that lighting and spacing is optimum for movement of large groups of people and that lighting is sufficiently bright to facilitate reading posters from a reasonable distance. (PCO - LOC/POC to check).

Sponsors (in collaboration with LOC + PCO)

Several people are needed to liaise with trade exhibitors. During 1st day, assess trade areas and seek feedback from exhibitors. Attempt to facilitate access of delegates to both small and large exhibitors, good flow of delegates past all exhibitors. If necessary, consider location and density of tea/coffee/lunch placements and request alteration for subsequent sessions if necessary. Large exhibitors can generally garner sufficient exposure through their greater marketing gimmicks, but satisfaction of all trade exhibitors is important for continuity of support.

President's Dinner (in collaboration with LOC)

Invited speakers should be "hosted" and clearly marked tables assigned for Councillors and their guests. This should be pre-arranged and Councillors notified of their responsibilities. Councillors should be encouraged to mingle with sponsors and other notables [eg; Life Members] at this function.

Venue should be decided on in consultation with LOC.

Guests

- Council
- Life members
- Invited speakers
- POC
- LOC
- PCO

Reporting

- In the lead-up to the Meeting, POC to provide regular and timely written reports to ANZBMS Council.
- Subsequent to the Meeting POC to provide a timely debriefing report to Council, primarily for the purposes of
 - (i) assessing the quality of the abstracts, and scientific sessions, plus invited speakers;
 - (ii) providing input into assessing improvements in the scientific program that may be implemented for subsequent Meetings.
- Develop suggestions for amendments and improvements to the conduct and responsibilities of the POC, for consideration by Council.