

Scientific Programme Committee

Role:	Scientific ProgCom Chair	Scientific ProgCom Members
Reporting to:	Meeting Council Chair	Scientific ProgCom Chair
Term:	Single term of three years	
From:	1 November	
To:	31 October	
Staff support:	Director of Meetings & Operations / Manager Meetings & Operations	

SciProgCom CHAIR	SciProgCom ALL
Responsibilities	
<ul style="list-style-type: none"> • Lead the Scientific ProgCom in close collaboration with the Meeting Council Chair • Align the committee actions with the objectives and strategy of the Meeting Council • Ensure a smooth communication process between the Meeting Council chair, the Education ProgCom Chair and the Scientific ProgCom Chair • Scientific Content for the Annual Meeting • Ensure succession planning • Define task distribution among committee members • Implement EUROSPINE guidelines and policies • Ensure usage of EUROSPINE brand is correctly managed at all times • Ensure appropriate and timely communication with related staff support • Contribute to the definition of annual strategic objectives and their translation into clear quarterly priorities and deliverables, with periodic progress review in collaboration with EUROSPINE staff and leadership. 	<ul style="list-style-type: none"> • Implement EUROSPINE guidelines and policies • Ensure usage of EUROSPINE brand is correctly managed at all times • Ensure that the delegated tasks are successfully executed on time • Ensure an on-time abstract reviewing process • Ensure appropriate and timely communication with the EUROSPINE staff

Requirements	
<ul style="list-style-type: none"> • Have a commitment to EUROSPINE'S mission, vision and goals (strategic plan) • Have a strong interest in working on the advancement of the Society • Understand the needs of our institutional and associate members and stakeholders • Represent the membership at large, not a particular interest group • Understand the need to base decisions on what is good for the Society • Willing and committed to devote the necessary time to EUROSPINE • Highly motivated • Fluent English 	
Eligibility	
<ul style="list-style-type: none"> • Former member of the Scientific or Education Programme Committee 	<ul style="list-style-type: none"> • Active and Senior member • Relevant publication list, reviewing experience • Candidates can apply by themselves or be proposed by another member • Committee and chair have priority right in choosing new members or successor • Candidates can be nominated but need to hand in full requested documentation • Conflict of interests must be mentioned together with the application documentation
Duties	
<ul style="list-style-type: none"> • Lead the Scientific ProgCom • Define the allocation of the scientific sessions within the overall meeting structure in collaboration with the Meeting Council Chair • Prepare the Abstract Submission & Reviewing process together with the EUROSPINE Congress Manager & the Meeting Council Chair • Guide the Committee through the Reviewing process and the preparation of the Committee meeting, supported by the EUROSPINE Congress Manager • Ensure the review and voting of the Best of Show Paper • Think of possible cooperation to foster Scientific Content: e.g. Brain & Spine • Bring in new ideas on session formats and meeting concepts • Ensure that timelines and deadlines are followed 	<ul style="list-style-type: none"> • Suggest 4 Co-Reviewers, responsibility for their evaluation task and deadline keeping • Abstract Evaluation (\pm 50-150 Abstracts) of one of the 9 abstract topics: timeline: March/April, pre-select 10 oral presentations & 2 best of shows • Bring in ideas for a potential key note speaker for the session • Support Meeting Council Chair and EUROSPINE staff to finalise the AM scientific programme, incl. definition of sessions and chairs • Review the Best of Show extended manuscripts • Chair sessions at AM on request

- Answer e-mails within 48 hours
- Advise EUROSPINE staff in case of vacation or absence and appoint a deputy accordingly

Meetings

- Chair to attend two meetings:
 - Kick-Off Meeting 1 day
 - ProgCom Meeting (Sat full day, probably a WE in April)
- ProgCom Members to attend the yearly ProgCom Meeting (Frid evening / Sat. whole day)
- Teleconferences for specific projects, as occasion demands

Benefits

- Financials: Free registration to the Annual Meeting including travel reimbursement, if an official committee meeting is organised during the Annual Meeting
 - Invitation to the Presidential Dinner at the EUROSPINE Annual Meeting
 - Travel Cost Reimbursement & Accommodation for the Programme Committee Meeting
- Subject to the society's financial situation---*