

## #12A AUDIO VISUAL SUBCOMMITTEE OF PROGRAM

### **Function**

The audio visual element is one of the most important components of the Society's Annual Meeting, and oversight of such is the primary and most critical function of the Audio Visual Subcommittee. A/V must be first-class and free from faulty equipment. The A/V contractor must have a solid knowledge of the service to be provided; be well-versed with medical/scientific presentations; and have state-of-the-art equipment and experienced personnel to operate such equipment. A/V personnel must be able to anticipate and accommodate requests made to them by A/V subcommittee members, presenters, and moderators in a courteous and professional manner. Any \*extraordinary requests must be brought to the attention of the A/V Subcommittee Chair and approved by the Program Chair, in conjunction with Headquarters Staff.

*\*Extraordinary refers to any A/V request deviating from the traditional room/equipment set of LCD/video projection (as of the 2003 Annual Meeting).*

### **Composition**

Chair, Vice-Chair, and a minimum of 15 members. *(Subcommittee size should remain large enough to guarantee an adequate "pool" of committee members from which to choose and to delegate on-site responsibilities for various scientific sessions throughout the program. Not all committee members will attend the meeting).*

### **Tenure**

#### Subcommittee Chair and Vice-Chair

Chair and Vice-Chair should each serve two-year terms, with the Vice-Chair succeeding to the position of Chair after serving his/her two-year term as Vice-Chair.

#### Subcommittee Members

Subcommittee members should each serve a minimum of two years (as "members"), at the discretion of the Chair. A new Vice-Chair should be appointed by the outgoing Program Chair/incoming President (in conjunction with A/V Subcommittee Chair) at the end of the Vice-Chair's two-year term when he/she escalates to the position of Chair. The newly-appointed Vice-Chair usually will be selected from existing subcommittee members, based upon tenure, performance, and future availability/commitment.

### **Responsibilities**

#### Subcommittee Chair (and Vice-Chair, as necessary)

- ◆ To be informed of the basic audio visual equipment specifications by A/V contractor and Headquarters Staff, and made aware of any special (extraordinary) A/V requirements requested by A/V subcommittee members, presenters, or moderators. Special (extraordinary) requests to be brought to the attention of the Program Chair and Headquarters Staff for approval/disapproval.
- ◆ To have input into and approve A/V contractor's recommended room diagrams (subsequent to first site inspection) and Speaker Ready Room functionality, in conjunction with Headquarters Staff.
- ◆ To report to the Program Chair his/her evaluation of the meeting site from the functionality and audio visual perspective.
- ◆ To receive Annual Meeting schedule from Headquarters Staff and assign committee members to various segments of the program, ensuring A/V subcommittee member coverage at all applicable sessions.  
*(Headquarters staff to send out final A/V subcommittee assignments accompanied by general guidelines and overview, provided by Chair).*
- ◆ To maintain constant communications with Vice-Chair and Headquarters Staff throughout term, in an effort to establish and maintain continuity.

- ◆ To assist with the development and final approval of *Guidelines & Requirements for Scientific Presentations*, detailing requirements for oral paper presentations.

#### Subcommittee Members

- ◆ To ensure optimal audio visual services, through Headquarters Staff and A/V contractor, at the Annual Meeting. (*Must report to assigned session room in advance to familiarize self with room setup, equipment, communications systems, and A/V personnel*).
- ◆ To attend scientific sessions (reserved seating near front of room, when available based on room set) and monitor audio visual quality throughout programming, communicating any problems/changes to the on-site A/V representative and/or Headquarters Staff.
- ◆ To oversee the quality of projection, sound services, and slide preview/speaker-ready facilities used during the Annual Meeting.
- ◆ To be aware of all requests (and special requests) for A/V equipment in terms of their effectiveness in the setting designated, and to approve requests or to counsel with the presenter as necessary, in conjunction with A/V Chair and Headquarters Staff.
- Provide additional input and recommendations on *Guidelines & Requirements for Scientific Presentations*, detailing requirements for oral paper presentations.

#### **Accountability**

Audio Visual Subcommittee Chair reports directly to the Program Chair, who then reports to the Executive Committee.

Audio Visual Subcommittee Vice-Chair and subcommittee Members report directly to the Audio Visual Subcommittee Chair.

#### **Goals**

- ◆ Monitor compliance and effective use of projection at the meeting.
- ◆ In conjunction with the Headquarters Office, continue pursuing alternate and/or more economical means of recording various courses and focus sessions offered at the Symposium & Annual Meeting, in an effort to make post-meeting eCME products a break-even/profit center for the Society.
- ◆ As programming and resources permit, pursue simulcast/delayed broadcasting of Annual Meeting content to reach more worldwide neuroradiology audience.

#### **NOTE ...**

**On the committee roster, the dates shown reflect *tenure on the committee*, they are not for the position currently held.**