

#12 PROGRAM COMMITTEE

Function

The Program Committee shall be responsible for determining the character and scope of the Scientific Program, and for the Annual Meeting. The Committee shall have the right to accept or reject scientific papers offered for presentation at the meeting, and shall exercise proper control over the format.

Composition

The Program Committee shall consist of the President; the President-Elect, who shall serve as chair; the Vice-President, the Secretary, the editor of the official journal of the Society (or his designated associate editor), the chair of the Education Committee, the representatives from Subspecialty Groups, a *Member-in-Training*, a *Research Scientist Member* (whenever possible), and such other members in good standing as appointed for one term by the chair of the committee. The appointed members of the Program Committee may be selected from any membership category.

Responsibilities

Committee Chair

- ◆ To appoint members of the Program Committee.
- ◆ To keep the Vice-President involved in the program process at all stages, in an effort to provide experience for future responsibilities.
- ◆ To develop and provide oversight of the Annual Meeting Scientific Program.
- ◆ To coordinate activity of specialty society appointed Program Chairs and assigned co-chairs for additional track programming (i.e. Socioeconomic, Electronic Learning Center (ELC), etc.
- ◆ To work with specialty society program Chairs to create the program, and to designate Committee Co-Chairs (as necessary) to assist in the development of (specialty) programming segments including General Neuroradiology, Head & Neck, Interventional, Pediatric, Functional, Spine, Socioeconomic, and other specialized topic programming.
- ◆ To develop Symposium and Annual Meeting programming Educational Objectives, and disseminate this information to all invited speakers, presenters, moderators, and remaining meeting registrants, as required by ACCME guidelines.
- ◆ To review/approve the Call for Scientific Abstracts as prepared by Headquarters Staff. (*Call is sent as a direct-mail piece to all members, and is also published in the late summer/early fall issues of the AJNR, and available online through the ASNR home page.*)
- ◆ To select Abstract Reviewers, Invited Speakers, and Moderators (Focus/Parallel Paper Sessions & Poster Tours, if applicable.)
- ◆ To participate in an Abstract Management/Annual Meeting Orientation Meeting with Headquarters Staff and abstract management vendor, and other appropriate vendors (*held during June, July or August prior to meeting*).
- ◆ To review/approve Abstract Management Schedule, as developed by Headquarters Staff in conjunction with abstract management vendor.

- ◆ To accept/decline scientific papers offered for presentation as oral presentations and as poster displays. (*Scientific Exhibits Committee Chair oversees Scientific Exhibit and (printed) Electronic Scientific Exhibit acceptance/rejection.*)
- ◆ To review/approve all meetings-related informational/promotional materials developed and distributed by Headquarters Office and vendors including Call for Scientific Abstracts (*see above*), Registration Brochure, ASNR E-News Articles/Schedules, Program Proceedings, and various other marketing materials, Symposium program materials, as necessary.
- ◆ To oversee and monitor activities of the Program Committee, Scientific Exhibits Committee, Technical Exhibits Committee, Audio Visual Committee, Commercial Relations Committee, Electronic Learning Center Committee, and Headquarters Staff. Also, monitor activities of the Commercial Relations Committee (including How-To Session organization and fundraising), as they relate to the Annual Meeting.

Committee Members (and Co-Chairs, if applicable)

- ◆ To assist the Program Chair in implementing and translating established learning needs into overall program objectives.
- ◆ To support Program Chair in the development of (specialty) programming elements including General Neuroradiology, Head & Neck, Interventional, Pediatric, Functional, and Spine.
- ◆ To offer services and/or supply recommendations for the following: Abstract Reviewer, Moderator, Invited Speaker, Faculty, Panel Member, or other program-related functions.
- ◆ To administer the ASNR Outstanding Presentation Award for each respective society, in conjunction with Program Chair and Headquarters Staff.
(*Specialty Society Program Chairs Only*)
- ◆ To maintain regular contact with Program Chair, and Headquarters Staff, as necessary.

Accountability

Program Committee Chair (President-Elect) reports directly to the Executive Committee.

Program Committee Members, Scientific Exhibits Committee Chair, Technical Exhibits Committee Chair, Audio Visual Committee Chair, Education Committee Chair, and Electronic Learning Center Chair report directly to Program Committee Chair.

Primary Goals

- ◆ To ensure that there is an adequate mix of clinical, basic science, education, and technological advances in the annual program.
- ◆ To recommend speakers for topics selected by the President-Elect/Program Chair based on prior meeting attendee evaluations and 3-month, post-meeting surveys.
- ◆
- ◆ To foster programmatic selections that help the Education Committee to construct the core curriculum resources, and the Electronic Education Committee to further develop and maintain the ASNR eCME website.

Continuing Goals

- ◆ To adjust the length of the meeting to best serve the needs of the membership.
- ◆ Add Self-Assessment Modules (SAMs) and Maintenance of Certification (MOC) sessions presented at the Annual Meeting to the ASNR eCME website as enduring materials.
- ◆ To continue offering MOC testing at the Annual Meeting through collaboration with the American Board of Radiology (ABR). Monitor costs, etc. with updates by Headquarters Staff. As of March of 2011, the ABR intends to discontinue offering the examination at the Annual Meeting. The Program Committee should consider reinstating the examination if the ABR again is interested in resuming this initiative.

NOTE ...

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