

The Annual Scientific Meeting Committee (ASMC)

Role/Purpose

The Annual Scientific Meeting Committee (ASMC) organizes the CAPM&R annual conference following the continuing professional development (CPD) cycle guidelines and accreditation standards, sets general policy, provides guidance, maintains continuity and coordinates planning for the scientific and educational aspects of the conference in consultation with the Advisory Committee.

The ASMC is a standing committee of the Association.

The key responsibilities of this committee include:

- Provide peer review of all submitted abstracts for oral and poster presentations as well as any other submissions (e.g., symposia, workshops)
- Consult with the Executive on the overall theme(s) for the Annual Scientific Meeting
- Develop the general scientific program
- Ratify the Special Interest Group programs as needed.
- Identify and recommend knowledgeable, respected Keynote presenters, Panelists, Symposia, Workshop Leaders and other major oral presenters.
- Work with prospective submitters to encourage submission of presentations (group and individual) that are considered advanced, leading edge, important submissions
- Review and evaluate all open calls for presentations/abstracts (oral and poster) as necessary in the development of the scientific program
- Be visible and vocal advocates of the conference to prospective attendees in the lead up to and during the event
- Attend the conference and serve as Session Chairs, Moderators, Discussants etc. as necessary in the delivery of the conference.

Committee Composition

- Chair – Individual who has experience running large conferences
- Vice Chair
- Members at Large (2)
- Resource Development Liaison
- Resident - (may be funded by the CAPMR in the event that the program director does fund them)
- President
- Executive Director
- Conference Manager

- CPD/Education Committee Chair
- Local Organizing Committee Chair

Committee composition must:

- include members from across Canada
- reflect strong gender balance
- include scientists, researchers and/or post doc students representing a broad spectrum of active research and clinical backgrounds of interest to the membership and relevant to the themes of the conference

Meeting Frequency

It is expected that this committee will undertake the bulk of its work through electronic communications on an as needed basis. As planning dictates the committee may also meet via zoom meeting monthly and increasing in frequency as the conference draws close. Meetings will continue until the scientific program has been completed, generally expected to be completed approximately 4 months prior to the conference.

Remuneration

Members of this committee will serve in a volunteer basis.

Term and Succession

The ASMC Chair(s) will serve for 3 meetings. No chair will serve longer than 3 years. Members at large can serve for a maximum of 3 conference cycles, with a minimum of 1/3 of the committee turning over for each cycle. Future ASMC Chair(s) may be recruited from active members of this committee. The Vice chair will succeed to chair.