



## Scientific Program Committee Policy & Procedures

The ASC Scientific Program Committee oversees the Annual Scientific Meeting Program.

The Scientific Program Committee is comprised of at least seven (7) members. Three (3) of the members should be Medical members, of whom at least one (1) will be appointed each year for a two-year term. Three (3) of the members should be Cytotechnologist Voting or Cytotechnologist members, of whom at least one (1) will be appointed each year for a two-year term. The President will appoint a chair and may either appoint committee members or may request the chair to do so. The term of the chair will be two years but may be extended to three years at the discretion of the President with the consent of the Executive Board.

The Scientific Program Committee is responsible for coordinating all components of the ASC Annual Scientific Meeting. The meeting is held each year in November at various locations around the country.

### *Responsibilities*

- Identifies and plans all programming for the ASC Annual Scientific Meeting.
- Ensure ACCME compliance for the Annual Scientific Meeting, including reviewing all conflict of interest made by faculty
- Be informed of and comply with ASC reimbursement policies, and ensure invited speakers are aware of these when finalizing programming.
- Consider new and innovative approaches for presenting educational activities such as recording sessions, streaming online events.
- Identify and implement new delivery mechanisms for educational programs/offerings by utilizing social media networks, blogging, and mobile device applications.
- *Strategic Plan, Goal 6, Strategy 3.* The ASC will continue to provide an outstanding venue through the ASC Annual Scientific Meeting and JASC to highlight cytotechnologists' research.
- Participates in the Continuing Education Oversight Committee to coordinate activities with planning for other ASC programs.
- Collaborate with Companion Meetings Committee to participate in more co-sponsored meetings.

## **Calendar**

### *December*

- Call for Presentations Open – mid-January
- Evaluation results from Meeting to Faculty and committee

### *February*

- Call for Abstracts Open – due May 1<sup>st</sup>
- Committee reviews and selects presentations for the Annual Scientific Meeting

### *March*

- Notify Faculty of selection

### *April*

- Submit meeting program with speakers to National Office for inclusion in the Executive Board Agenda Book for approval

### *May*

- National Office to create Registration Brochure
- Deadline for submission of Abstracts (May 1)
- Send Abstracts to Committee for evaluation
- Committee Abstracts Evaluations due in Office

### *June*

- National Office to request Photo/Biography from Guest Lecture and Speaker Packets sent (emailed)
- Abstracts results due in National Office
- Annual Meeting Schedule and Article due for July issue of Bulletin
- Chair submits sends National Office Abstract selections for Poster & Platform Presentations
- National Office to send Speaker Packets to all faculty that include: Reimbursement/Honorarium, discloser, room setup, AV needs and handout request.

### *July*

- National Office to notify Abstract authors
- National Office to send Abstracts to JASC for publication
- National Office to Request Diagnostic Slides and Histories from Moderator
- Registration Brochure to be mailed

### *September*

- Chair to review and approve evaluation forms for upcoming Meeting
- Diagnostic Slides available to view on website
- All Faculty information due in National Office

### *October*

- Workshop and Panel Luncheon Handouts Due in National Office
- Send Workshop counts to Chair for cancellation decision

### *November*

- Annual Scientific Meeting, Committee monitors sessions and meets to discuss the next meeting