



Events Programming Committee Charter

Committee Purpose

The purpose of the Events Programming Committee is to provide direction to ACMP conferences and other education events as requested through selection of the education event theme(s), featured education track topics, and session speakers. In addition, the Events Programming Committee serves as support for speakers by acting as liaisons in preparation for the conference and other events as requested.

Committee Description

The Events Programming Committee is responsible for collaborating to shape the content of ACMP conferences and events. They do this through reviewing speaker submissions and participating in discussions to slate the agendas for the various events ACMP conducts. In addition, the committee members are responsible for serving as Speaker Liaisons to work with and review speakers' presentations. The Speaker Liaisons will work with speakers to help to answer any questions or give any feedback they request, and to communicate logistics prior to and during conferences or events. In addition, they will serve to introduce the speakers for their session, if available. The Committee is responsible for ensuring educational programming reflects the diversity of the association in terms of professional discipline, global representation, and other characteristics.

Committee Deliverables

- Review the existing speaker application for the Call for Speakers.
- Make suggestions for speakers to contact and encourage them to apply.
- Provide a complete listing of recommended submissions and rejected with rationale and scoring.
- Update education topic track descriptions for Call for Speakers, if needed.
- Recommend conference themes and one featured track aligned with the conference theme, as needed.
- Describe ideal keynote speaker to be aligned with the theme.
- Aligned with the Education Strategy, bring forth keynote ideas/keynote speaker suggestions in accordance with selection policy.
- Provide session selection guidelines for speaker reviewers.
- Upon completion of speaker submissions, review proposed submissions to ensure alignment with the Education Strategy, diversity of topics and speakers for global appeal, and giving priority to certified members
- Recommend education agenda for the conference, with final review and approval of the Director of the Profession.
- Ongoing discussion and dialogue on thoughts and ideas to improve session quality as well as ideas to expand our reach and attract diverse applicants globally.
- Select volunteers to assist in speaker development and coaching, also known as Speaker Liaisons,

which includes reviewing draft and then final presentations for accuracy, interest, and adherence to guidelines/format.

- Ensure all speaker and speaker liaison deadlines are met on time.
- Ongoing discussion and dialogue on thoughts and ideas to improve session quality as well as ideas to expand our reach and attract diverse applicants globally.
- Review attendee feedback from events and utilize to recommend improvements for future events.
- Additional work, as necessary, to fulfill the committee's purpose.

This committee will intentionally apply ACMP's DEIB Statement in the execution of all committee objectives and activities.

Committee Member Time Commitment

- One-year term and may be renewed if individuals are still interested in serving.
- Must commit to at least one meeting (1-1.5 hours), via online teleconference or webinar, per month and to review of presentations October – January.
- If numbers follow previous years, we estimate each volunteer should plan to review about 20-30 presentations. Additional rounds of speaker reviews may be needed if ACMP elects to hold any additional education events.
- Speaker Liaisons have an additional time commitment from February to July for introductions, review of draft presentations, and review of final presentations. Each liaison will be assigned to support 3-5 speakers.
- Liaisons may be asked to support and introduce speakers for events other than conferences as well (i.e. Masterclass Series).
- Additional conference calls, as needed.

Committee Composition

- Up to 50 volunteer members including the right or option to add members on ongoing basis, if needed.
- In addition to members, the committee will include a Chair, a Co-Chair, a Reviews Vice Chair, and two Speaker Liaison Vice Chairs, as well as 2-3 Staff Liaisons.
- The role of the Co-Chairs is to lead committee meetings and selections based on ACMP's priorities.
- A wide range of skillsets are encouraged to serve on this committee, including members with expertise in change management, public speaking, training, digital event planning, education, social media, virtual engagement strategies, and more.
- Committee members must be members of the Association throughout their committee membership.
- Ideal Event Programming Committee volunteers would have a passionate interest in change management education and training and increasing the quality of educational offerings at ACMP education events. A few committee volunteers should have an interest and established presence on social media in order help promote the conference and speaker selection and training.
- Membership of the committee shall reflect the diversity of the association in terms of professional discipline, global representation and other characteristics. In addition, ACMP certified members will receive preference in selection for committee participation, but selection will not exclude members who are not certified by ACMP.

Strategic Alignment

SO2 – Advance the Profession: ACMP leads the way change works through technical expertise and innovation around the discipline of change management.

Revision History				
Category, Tier, Version #	Revision Date	Description of Changes	Approved By	Approval Date
CTE, 2, 1.0	3/1/2022	Created		4/7/2023
CTE, 2, 1.1	2/3/2023	Updated for 2023-24 volunteer year	Profession Committee	2/23/2023
CTE, 2, 1.2	1/30/2024	Updated for 2024-25 volunteer year	Governance Committee Profession Committee	12 February 2024 14 March 2024
CTE, 2, 1.3	5/1/2025	No changes made		
CTE, 2, 1.4	5/23/2026	Giving priority to certified members for both the selection of committee members and speaker selections. Flexibility in the minimum number of committee members in case in one year we have fewer applicants.	Board of Directors	28 May 2026