

ANNUAL CONGRESS PLANNING COMMITTEE CHAIR CALL FOR NOMINATIONS

To ensure that we are meeting the needs of our attendees and stakeholders, evolution and innovation of our Congress is essential. Alignment across all of our Congresses, based on comprehensive and evidence-based educational needs that informs any content and format changes, needs to take place to implement timely and relevant changes as needed.

To better align with our Strategic Plan and Educational Strategy Roadmap, the Society has moved from an ISTH member bid process for the ISTH Congress destination to a centralized Society nomination and election of the an Annual Congress Planning Committee Chair, which is separate from the Congress destination process. This means that the development of the clinical, translation, and basic science components of the Congress will be conducted by the Society's Annual Congress Planning Committee (ACPC), led by the Chair.

While the processes will be independent of each other, maintaining the international uniqueness of the ISTH is critical. Any active ISTH member is eligible for nomination and election as the ACPC Chair, but preference will be given to those from the region where the congress is being held. Regardless of location, all candidates will need to meet the requirements as detailed below. *Therefore, we will not accept Chair Nominations submitted as a bid that includes a destination or venue.*

Although it will no longer be the responsibility of a Local Organizing Committee to develop the clinical, translation, and basic science components of the Congress, whenever possible, we will engage with a Local Host Committee to ensure that the local international flavor of the destination is incorporated into the Congress.

Who is eligible for election to the Annual Congress Planning Committee Chair position?

The following is a list of the key competencies and requirements for the election of a Chair as defined in the full roles and responsibilities document.

- Active member in good standing of the Society, who can commit the time and effort to this significant role.
- Demonstrated scientific qualifications and involvement, commitment, and contributions to the international T&H field.
- Willingness and interest to be actively engaged and to give our Society's interests and activities priority attention.
- Cannot be elected to consecutive terms.

The following attributes are fundamental:

Leadership

- Should have served in a leadership role at their institution, ISTH, or another society.
- Should have stature within the T&H community

Characteristics

- Strong background in clinical, translational, or basic research

- Exercise authority in the best interests of the congress and the Society, avoiding personal interest or that of any other organization.

Organization and Planning

- Should have an appreciation for the importance of organizational matters and collaborative approaches.
- Educational planning background with the ability to showcase clinical and scientific perspectives.
- Ability to work closely with ISTH HQ within tight timelines.
- Demonstrate the ability to engage in long-term tactical decision-making.

Time Allotment

- Willingness to commit to a 2-3 year term.
- Willingness to commit to 2-3 in-person meetings per year.
- Additional commitments as defined in the full roles and responsibilities.

What does the Annual Congress Planning Committee Chair Do?

Roles and Responsibilities

The Annual Congress Planning Committee Chair leads the Committee to initiate, develop, plan, and assess the ISTH Congress program. Their aim is to (a) provide high quality education and science to meet the needs of ISTH's international community, (b) provide comprehensive leadership and oversight for the congress program, and (c) ensure that the congress meets the quality criteria required of the Society.

The Annual Congress Planning Committee Chair acts on behalf of the ISTH in the organization of the congress and their principal task is to lead the development of the Congress content and scientific program. The Chair and the committee are responsible for working within the framework set out by the ISTH Council.

- Participate as an Ex-officio Non-voting member of Council.
- Ensure annual program continuity and evolution driven by latest research, ISTH education goals and adult learning principles utilizing needs assessments and appropriate evaluations.
- Ensure appropriate diversity of Committees, speakers and chairs to reflect ISTH membership according to the principles established by the diversity, equity and inclusion committee.
- Provide feedback and recommends future improvements to the program content or format to Council.
- Provide Committee development including:
 - Annual Congress Planning Committee appointments (Clinical and Basic Chairs)
 - Theme Committee Chair appointments

How can members submit nominations?

ISTH solicits and encourages nominations for qualified candidates from around the world and with diverse backgrounds. Nominations can only be submitted by ISTH members in good standing.

Complete nominations must contain the following:

One page letter of nomination containing the following: (one-page maximum)

- Name and full contact details of the nominee
- Reason for the nomination, why you would be an excellent candidate and would contribute proactively to the development of the Society and the global T&H community
- Indication of the particular professional and personal attributes that would make you a strong candidate.

- A brief paragraph summarizing your relevant experience in leadership and the key attributes listed above that would demonstrate how you would be an active and beneficial contributor as Annual Congress Planning Committee Chair.
- A personal vision statement (no more than two paragraphs) describing the reason for the interest in serving the Society as the Annual Congress Planning Committee Chair, and what contributions, if elected that you expect to make for the benefit of the Society, Congress and international T&H community.
- The nominee must also complete and submit a [Conflict of Interest form](#).

All information must be submitted together via the online submission form. **Ensure you have gathered all information prior to beginning the submission of the form. Incomplete nominations will not be considered.**

Nominations will close on March 24, 2022.

How are Annual Congress Planning Committee members elected?

Members of the ISTH Council will review all nominations. Emphasis will be placed on evaluating a candidate's leadership and demonstration of the defined competencies along with scientific contributions and achievements that will contribute to the success of the Annual Congress. In addition, preference will be given to those from the region where the congress is being held.

In the event that there are more than two candidates and none of them receives more than 50% of the vote, then there will be a run-off vote between the two candidates with the highest number of votes.

The final candidate will be contacted by the ISTH President or Director of Meetings to reconfirm his/her interest to stand for election and ensure they understand the expectations and commitments required of an Annual Congress Planning Committee Chair.

Thank you in advance for your consideration and participation in this important process.

Your participation in the nomination and ultimately election of the members of the Annual Congress Planning Committee of our Society is an important responsibility and privilege.