



BSPED Programme Organising Committee Chair

Remit

To be responsible for the scientific programme for the annual meeting of the Society within the agreed budget, taking into consideration the suggestions of the Local Convenor(s), POC and members. The POC Chair will be responsible for the following:

1. High scientific quality and a strategic approach to ensuring content is relevant, topical and timely
2. A balance of science and clinical interests (doctors **and** nurses)
3. A balance of endocrine and diabetes interests
4. A balance of faculty representation (gender, geography, etc.)
5. Ensuring variety of topics from one year to the next
6. Keeping within the committee's budget
7. Approving the programme book
8. Presiding over abstract evaluation
9. Managing the judging of meeting awards
10. Reporting to the Executive Committee on the conference programme and arrangements
11. Taking a strategic approach to the overall offering of the conference
12. Being the main point of contact for the Professional Conference Organiser (PCO, currently Bioscientifica)
13. To be responsible for the organisation, management and delivery of BSPED's Virtual Paediatric Endocrine Group (UK-VPEG).

Term of Office

3 years with the possibility of extending for one additional year. Term to begin early 2024, planning for BSPED 2024.

Meetings

The Programme Organising Committee (POC Chair + Current local convenor + Previous local convenor + Next local convenor + Nurse Rep + CME Officer + Previous POC Chair + Executive Committee member) will meet approximately 4-6 times per year with the POC virtually for evaluation and planning and once at the end of the conference for immediate evaluation and feedback.

Local Convenor is meanwhile responsible for:

1. Inputting into programme and speaker selection
2. Social programme

Bioscientifica is responsible for venue selection and the conference administration.