

EHRA EUROPACE-CARDIOSTIM Scientific Program Job description for Committee Chair and Members 2015-2017

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Method of Appointment

Appointed by President of EHRA as is Program Vice-chair.

Composition

The Program chair carries main responsibility for EHRA EUROPACE CARDIOSTIM 2017 scientific programme composition (Congress to be held from 18 to 21 June 2017 in Vienna, Austria) as well as for EHRA part in CARDIOSTIM EHRA EUROPACE 2016 (Congress to be held from 8 to 11 June 2016 in Nice, France) and EHRA sessions in the annual ESC meeting, The Scientific Program chair collaborates with the Scientific Program Co Chair. The Scientific Chair appoints members of the scientific program committee in collaboration with Co chair and in agreement with the EHRA President.

Term of Office: 2015-2017

Accountability

Reports to: EHRA President and EHRA Board

ESC Staff Liaisons: one dedicated Congress account manager and the EHRA team

Key Relationships: To link scientific program to EHRA Program Committees such as but not limited to:

- Education
- Scientific documents,
- International relations,
- Training scholarships
- Young EP
- Education Committee
- Women in electrophysiology,
- Communications Committee
- Local host

Purpose

To ensure the quality of the EHRA EUROPACE CARDIOSTIM Scientific programme to place this congress as the leading European source of information in the field of arrhythmia.

Responsibilities

Develop the meeting format, including coordinating the needs of internal committees and associated ESC working groups and designing the scientific program.

Specifically to

- Define topic list and assign topic chairs
- Define the Scientific programme grid for the EHRA EUROPACE CARDIOSTIM congress(define tracks, no of sessions per topic according to current interest and previous meeting attendance data and main theme)
- Assign live sessions and all other sessions chairs

To improve the quality of life of the European population by reducing the impact of cardiac arrhythmias and reduce sudden cardiac death.

- Ensure that the scientific program represent the state of knowledge in the field of arrhythmology
- Validate the scientific programme by evaluating the effectiveness of the scientific sessions
- Identify and select faculty members taking into account recommendations of the EHRA board members and the EP national working groups.
- Supervise the call for abstracts and abstract selection with the help of the abstract chair and co chair. Taking into account diversity of nationalities, topics, gender and seniority . The call for proposals goes to EP Working groups/National cardiac Societies, EHRA Members and all persons interested in the arrhythmia field within the ESC database
- Work closely with the Working groups on e-cardiology and cardiac cellular electrophysiology
- Oversee preparation and dissemination of the scientific programme
- Evaluate the meeting's effectiveness and recommend future enhancements to the following 2 year's committee
- Safeguard the EHRAs reputation as an ethical and scientific leader
- Comply with travel policy of ESC/EHRA
- Organize the call for proposal of the EHRA sessions to be submitted to the ESC SCOPE

Meeting Frequency

All meetings will be teleconferences (TC) in as much as it is possible

1st year autumn 2015/spring 2016): 1-2 meetings.

2nd year autumn 2016/spring 2017): 1-2 meetings most will occur early spring 2017.

In addition to arrange face-to-face in conjunction to big international meetings such as ESC annual congress, CARDIOSTIM EHRA EUROPACE and EHRA spring summit.

It is envisioned that a day of work to assemble the abstract program for EHRA EUROPACE CARDIOSTIM 2017 in person is needed.

If possible this will be linked to EHRA Spring summit which may require changes of deadlines for abstract submission and abstract reviews.

Time requirements to complete task for chair:

First year; Start-up period July- August

October- November

December- January

February-March

April-June to CARDIOSTIM EHRA EUROPACE June 08-11 2016

0.5 day/week

2 -3 days/month

2-3 days/ month

1 days/week

1 day per week

Second year: July- August 2 days/week for chair

October- November

December- January

February-March

April-June to EHRA EUROPACE CARDIOSTIM June 18-21 2017

3 days/month

1/2 day/week

1 days/week

1.5 days per week or more

For co-chair 30-50% of the time required for the chair is estimated.

Job description of Scientific Program Committee (SPC) members

Method of appointment of SPC members

Topic chairs and members are appointed by EHRA program chair in consultation with co-chair. Members and topic chairs may only serve for 3 periods (6 years) with 1/3 replaced every two years.

EHRA program committee chairs/ vice chairs as well as other members of EHRA board, with the exception of the Scientific Program chair and co-chair, should not serve as members of the SPC but may act as advisers to topics linked to their respective EHRA committee .

Task of SPC members is to:

- Suggest contents for the appointed number and type of sessions for the EHRA EUROPACE CARDIOSTIM Congress **and for the ESC Scope**
- Ensure broad representation of topics indicative of the current and future areas of scientific development.
- Ensure representation of younger electrophysiologists /females/different nationalities from the EHRA member countries.
- Follow up that the appointed members contributes with proposed sessions
- Participate in meetings by scientific program chair/co-chair
- Suggest chairpersons and speakers ensuring representation of younger electrophysiologists /females/different nationalities from the EHRA member countries based on national working group and EHRA board member proposals for the EHRA EUROPACE CARDIOSTIM congress
- Comply with travel policy of ESC/EHRA
- Be available to help with replacement of speakers and with last minute changes in the program. They are expected to be readily available during the meeting
- If topic chairs and topic committee members cannot comply to deadlines by Scientific program chair/co-chair they will not be able to continue but will be replaced by new topic chairs/topic committee members

Time requirements to complete task for SPC members :

First year; autumn 2015 spring 2016

Start-up period July- August	0
October- November (identify collaborators, participate in teleconference)	1/ day/month
December-January	4 hours/month
Suggest sessions for Cardiotim/Europace	8 hours/month
Participate in teleconference with chair/co-chair	
February-March help in refining sessions for Cardiotim	8 hours/month
April-June to CARDIOSTIM EHRA EUROPACE June 08-11 2016	
Fill cancellations participation in Cardiotim	8 hours/month

Second year: autumn 2016 spring 2017

July- August: refine sessions for EHRA EUROPACE CARDIOSTIM 2017, TC chair co-chair	8 hours/month
October- November: work on chairmen selection	4 hours/month
December- January: further work on sessions TC with chair/co-chair	4 hours/month
February-March: abstract grading	8 hours/month
April-June to EHRA EUROPACE CARDIOSTIM June 18-21 2017	
Composition of abstract sessions at EHRA Spring summit	1 day
Fill cancellations	8 hours/month

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