

Call for nominations for Chair of EFAD Conference Scientific Programme Committee

EFAD is looking for a dietitian to chair the EFAD Conference Scientific Programme Committee for the EFAD Congress in 2021.

Terms of Reference for EFAD Conference Scientific Programme Committee (ECSPC)

Purpose: to develop topical and relevant scientific programmes for EFAD conferences

1. Support EFAD to achieve its mission and vision with respect to excellence in dietetic practice through their conferences, showcasing excellent practice in dietetics and nutrition and challenging European dietitians to enhance their practice.
2. Set-up small task and finish groups as appropriate to support the development and delivery of the conference scientific programme
3. Decide programme themes and topics and advise on required content of each topic
4. Identify and invite speakers and be the first contact for speakers and chairs
5. Collect, review and approve abstracts
6. Appoint session managers, chairs and student assistants
7. Advise on and deliver pre-conference programme
8. Organise the „meet the expert” sessions
9. Liaise actively with the Conference Manager to give input for the Conference website and to enable organising accreditation
10. Exchange views and provide feedback especially on the evaluation of the conferences and on the conference website
11. Exchange information with the EFAD Executive Committee and EFAD Conference Organising Committee as they request, including to update or review these Terms of Reference.

Specific duties, responsibilities and expectations of the Chair of the ECSPC

- The Chair will ensure that the ECSPC meets regularly and that written minutes of all meetings are submitted to the EC.
- The Chair will ensure that relevant papers and other documentation is kept up-to-date in the dedicated folder of the EFAD Google Drive.
- Suggesting to the EC relevant people and inviting them to join the ECSPC
- Coordinating the identifying and invitation of speakers, provide their details to the Conference Manager.
- The Chair will ensure that the scientific programme is correct on the Conference website.
- The Chair will delegate to committee members the task of checking the abstracts to be in “conference style” and gathering the presentations and send them to the Conference Manager
- The Chair will ensure that the presentations harmonises with each other
- Managing the “Meet the expert” sessions.

ECPC Chair will not be reimbursed for the work, but any previously approved expenses incurred on behalf of EFAD will be reimbursed.

To support ECSPC EFAD will

1. Use its contacts to help the ECSPC in their work whenever possible.
2. Enable the ECSPC to use the EFAD web site for internal and external communication. ECSPC will be responsible for keeping this information up to date.
3. Contribute to publicity about the conference through EFAD's communication platforms (website, newsletter).

Selection Criteria

- A qualification in dietetics
- Experience in research
- A wide network of dietetic researchers
- Experience in organising European conferences
- Willingness to actively manage and develop the role of the ECSPC (Experience of working on a scientific programme committee would be advantageous but is not essential)

Selection process

- The Executive Committee will decide which of their members will be involved in the selection panel.
- After the deadline for nominations has passed all nominations and supporting documentation will be forwarded to the selection panel.
- Their decisions will be forwarded to the Executive Committee for approval.
- The decision of the Executive Committee is final, and discussion with candidates or nominating organisations will not be entered into.
- All candidates will be informed of the decision of the Executive Committee by email.

Nomination procedure

Nominations must be accompanied by 4 documents:

- Curriculum Vitae
- Letter of motivation
- A reference confirming candidate's research experience
- A reference confirming experience in organising European Conferences

Deadline for nominations – 6 October 2020

Please send your nomination, with all accompanying documents to:

Judith Liddell
EFAD Executive Director
secretariat@efad.org