



## **ANNUAL MEETING PLANNING COMMITTEE MEMBER-AT-LARGE**

### **Term:**

The Member-at-Large shall serve a two-year term to begin and end at the close of the Society's Annual Meeting.

### **Qualifications:**

The Member-at-Large must be an Active, International or Candidate MSTS member in good standing.

### **Committee Responsibilities:**

1. Agree to participate in the CME-provider designated disclosure program, as required by ACCME guidelines.
2. Develop overall conference educational program/schedule.
3. Review past conference topics and evaluations, adjust evaluation questions for future meetings as needed.
4. Develop CME objectives, goals, and deliverables.
5. Recruit and encourage colleagues to submit abstracts for poster and paper sessions.
6. Recommend, recruit, and select session speakers with assistance from staff, President selects the keynote speaker(s)/Founders lecturer.
7. Provide expertise on content and speakers.
8. Participate in blinded abstract review and grading within defined timeline.
9. Oversee the final selection of presentations/posters.
10. Recruits and/or serve as Session Moderator.
11. Assist with the solicitation and securing of corporate support (educational grants, exhibits, ads, etc.).
12. Participate in planning conference calls as needed.

### **Appointment:**

Must complete the MSTS volunteer application. Applications are reviewed and selected by the Executive Committee for appointments.

### **Time Commitment:**

The members of the Committee should plan on a minimum of one one-hour conference call per month until all sessions are planned and then should plan to spend an additional 1-2 hours monthly to fulfill committee responsibilities.