

ICAMPAM GENERAL RESPONSIBILITIES

The planning, development and delivery of an ICAMPAM conference requires the coordination and clarification of duties shared amongst various teams, including the Board, Host, Scientific Committee and Secretariat. This document provides a high-level overview of the responsibilities of the main parties in the development and delivery of a successful conference.

ISMPB Board

- To confirm each ICAMPAM conference location
- To contract all conference venues and services
- To identify and name the Conference Chair from within their members
- To invite and confirm all members of the Scientific Committee
- To confirm a conference budget and to pay all conference expenses and collect all conference revenues
- To confirm keynote speakers as recommended by the Conference Chairs
- Lead the design of the conference program plan with LOC
 - Identify key conference topics/themes
- Ensure conference program is delivered
- Promote Conference globally

Conference Host

- To serve as Conference Co-Chair
- To identify and name a maximum of 4 individuals from local sources, to serve on the Scientific Committee
- To recommend to the Board, additional individuals from the global ISMPB community, to serve on the Scientific Committee
- To identify and assist in securing financial support for the conference budget from local sources
- Determine local sponsor opportunities
- To provide the Secretariat with list of prospective attendees from within their region and affiliations
- To encourage conference participation by scientists within their region and affiliations
- To provide the Secretariat, as requested, with suggestions for local venues and suppliers for conference facilities (i.e. accommodations, meeting venue, social function venues) and associated conference activities (i.e. entertainers)

Conference Chairs

- To chair and lead the Scientific Committee and to confirm the full scientific content of the Conference
- To recommend to the Board, members in good standing to serve on the Scientific Committee
- To clarify a general conference program flow in alignment with the overall conference concept
- To recommend to the Board, a conference theme, if desired
- To recommend to the Board, a slate of candidates to deliver keynote presentations (generally 5 keynotes)
- To create the call for submissions of scientific content for oral and poster presentations

Secretariat

- Undertake site inspection and provide guidance to ISMPB on confirming suitable conference venues and suppliers
- Establish draft conference budget for Board approval
- Recommend conference registration fees to Board
- Provide on-going logistical planning support to local planning team
- Coordinate and deliver communications to prospective attendees
- Support the development of the master ISMBP contact list for membership and conference participation
- Provide 2 staff members to oversee the on-site management and delivery of the conference
- Coordinate “on the ground” details with conference venues & suppliers