



EHRA SCIENTIFIC PROGRAMME CONGRESS COMMITTEE JOB DESCRIPTION

1. Mission

To ensure the quality of the Society's EHRA Scientific Sessions as the leading European source of information in the field of arrhythmia.

2. Objectives

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

Specifically:

- To request proposals for sessions from all EHRA Scientific Programme Committee members
- To request proposals for faculty members from EHRA board members taking into account diversity of nationalities, gender and scientific excellence
- To assign topic list, topic chairs, abstract chairs, live sessions and all other session chairs
- To ensure that the scientific program represents the state of knowledge in the field of arrhythmology
- To assign number and type of sessions per topic according to current interest and previous meeting attendance data
- To evaluate the effectiveness of the scientific sessions
- To identify, select and recruit faculty members taking into account recommendations of the EHRA board members.
- To review and select abstracts to be presented with the help of the abstract chair and co-chair
- To oversee preparation and dissemination of the preliminary and final programs
- To evaluate the meeting's effectiveness and recommend future enhancements to the following 2 year's committee
- To organize and invite other associations of the ESC and other international organizations such as APHRS, LAHRS, HRS, CHRS, JHRS, CSPE, HFA, EACTS in joint sessions taking into account the recommendations of the executive EHRA board

3. Timelines*

All meetings will be teleconferences (TC) in as much as it is possible and face-to-face in conjunction to big international meetings such as the ESC congress & the EHRA annual congress

- **April:** In-person meeting during the EHRA annual congress
- **April-June:** Scientific programme construction
 - The Chairs will review the material received from topic leaders, prepare the



main topics to be covered for the congress (their vision) and assign topics to each topic group

- Each topic leader will be contacted with assigned topics – they will have one month to work and coordinate with their group to have presentations ready on the topics that have been assigned to them
- **July:** Scientific programme finalisation
 - Faculty list for the on-site offer only + VIP Faculty list to have in the programme (either as Onsite speaker or remote presentations). The idea is to have a draft programme to be promoted, on top of the save the dates
 - Programme sent for review and validation to the executive board
- **September:**
 - Final programme finalised and promoted online
 - Faculty invitation to the congress
- **November:** Online abstract grading (2 weeks)
- **December:** Abstract selection meeting
- **December:** Final programme finalised and promoted online

4. Job Descriptions

CHAIRMAN'S JOB DESCRIPTION (estimated time commitment: 4 hours/week)

- Defines the EHRA Programme objectives in line with the EHRA/ESC strategic plan.
- Sits at the EHRA Board, reports decision from the Board and information from the Committee.
- Provides leadership to the Committee members to define objectives, delegate tasks and to motivate collaborative efforts with creative thinking.
- Ensures representation of younger electrophysiologists /females/different nationalities from the EHRA member countries.
- Maintains confidentiality as appropriate.
- Responds to email notifications and solicitations in a timely manner (within 72 hours).

CO-CHAIR'S JOB DESCRIPTION (estimated time commitment: 3 hours/week)

- Reports to the Chair.
- Helps the Chair to define the EHRA Scientific Programme Committee objectives in line with the EHRA/ESC strategic plan.
- Helps the Chair to set the programme
- Helps the Chair to provides leadership to the Committee members to define objectives, delegate tasks and to motivate collaborative efforts with creative thinking.
- Replaces the Chair at EHRA Board and any other Committee meetings if needed.



- Handles other duties as assigned by the Chair.

COMMITTEE MEMBER'S JOB DESCRIPTION (estimated time commitment: 1hours/week with peaks in May-June)

Method of appointment of SPC members

Topic chairs and members are appointed by EHRA Congress Scientific Programme Chair in consultation with Co-chair and the EHRA President.

Members and topic chairs may only serve for 2 periods (4 years) with 1/3 replaced every two years.

Tasks' members are responsible:

- To suggest contents for the appointed number and type of sessions based on proposals made by various EHRA members
- To ensure broad representation of topics indicative of the current and future areas of scientific development.
- To follow up that the appointed members contribute with proposed sessions
- To participate in meetings by scientific program chair/co-chair
- To 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

To be available to help with replacement of speakers and with last minute changes in the program.

If topic chairs and topic committee members cannot comply to deadlines set by Scientific program chair/co-chair they will not be able to continue but will be replaced by new topic chairs/topic committee members

If absent from 2 consecutive Committee meetings, without any prior notice, the member needs to report to the Chair whether to remain or leave the Committee related to time constraints.