

ISIRV Scientific Meetings Committee Terms of Reference

1. Purpose

To coordinate and assist in the management of all in-person meetings of the Society, including the OPTIONS series and special interest group (SIG) meetings.

The Scientific Meetings Committee (SMC) will seek to:

- Maintain a broad portfolio of scientific meetings
- Develop new collaborative opportunities for participation in scientific meetings
- Make recommendations to the ISIRV Executive Committee for financial support for all ISIRV **scientific meetings**
- Ensure all ISIRV events are supported and professionally run to agreed standard operating procedures
- Ensure that there is a lessons learnt item from each scientific meeting

2. Activities

- To ensure all ISIRV scientific meeting organising committees are accountable to the Executive Committee and Council via the SMC.
- To actively support ISIRV scientific meetings planning, logistics and operations, establishing a meeting playbook, outline, and/or timeline to frame expectations and enable consistency
- To establish a calendar of scientific meetings and webinars, mitigating conflicts and promoting synergy with Options, SIG events, ISIRV Schools of Respiratory Diseases and other ISIRV and partner activities, working in partnership with the Education Committee and SIGs.
- To ensure there is coordination and communications with Scientific Meetings Organisers
- To support allocation of ISIRV financing of scientific meetings, including a travel grant fund for early-career scientists as recommended by the Education Committee for each meeting
- To provide visibility for SIGs and Schools of Respiratory Diseases at OPTIONS and other ISIRV meetings

Reporting

The Committee is required to report progress of ISIRV scientific meetings regularly to the Executive Committee and Council, including:

- Current status of all approved ISIRV meetings, and streamlining the timing of OPTIONS and SIG meetings
- For completed isirv-funded meetings, the SMC will ensure the Scientific Meeting Secretariat/PCO will provide the ISIRV Board with a meeting a short summary that will be signed by the chair of the organizing committee for each meeting. This will be provided no later 6 months after the conclusion of the meeting. Such report will include number of attendees, number of abstracts, number and breakdown of speakers, profit/loss statement, and listing of any awards or travel grants provided. The report should also include a summary of lessons learned and recommendations for future meetings.
- To flag any risks/concerns/mitigation with regard to any planned meetings
- To report on proposed OPTIONS meetings that are not yet approved but undergoing evaluation

3. Accountability

- Accountable to ISIRV Executive Committee
- Report to ISIRV Council
- Ensures collaborative working with ISIRV Education Committee and SIGs

4. Scientific Meetings Committee Membership

To comprise between 10 and 20 members selected to represent the diversity of the membership and the experience required to develop the ISIRV Scientific Meetings Programme.

To include past/future organizers/Chair of meetings to provide organisational memory and preserve experience.

5. Nominations and appointments process

5.1 Nominations

Chair: Drawn from nominations from Council members who may self-nominate following an open call to all **Council members**.

Vice-Chair: Drawn from Scientific Meetings Committee members who may self-nominate following an open call to all Council members **or** following an open call to all committee members.

Ordinary committee members: Members drawn from an open call for nominations to all ISIRV members, and a call for nominations from within Council.

Ordinary members should comprise a minimum of five members drawn from the ISIRV Council. These should or could include:

- SIG Chairs or a SIG member as nominated by the SIG, who report on SIG meeting planning, from inception to completion.
- The ISIRV Treasurer
- The Education Committee Chair or a nominated member of the Education Committee

OPTIONS committee representatives: One or more nominated local host members for OPTIONS (this would be influenced by the process for identifying locations and LOCs). (Non-voting)

Chairs of ISIRV Scientific Meetings Organizing Committees (including Schools) representatives: who will be invited to report in person in order for the committee to track progress with respect to planning and execution of ISIRV scientific meetings. (Non-voting)

Ad hoc members: Additional *ad hoc* members may be invited at the discretion of the Committee chair.

5.2 Role and appointment process

The Scientific Meetings Committee will appoint committee members in accordance with the nominations process and approved role profiles for the roles.

Chair role:

- Serve as an ISIRV Officer and member of ISIRV Executive Committee and Council.
- Attend ISIRV Council and Executive Committee Meetings and the Annual General Meeting (AGM).
- Ensure Committee meetings happen regularly and coordinate preparations for meetings with the ISIRV secretariat lead.
- Chair meetings.
- Have oversight, and work towards the delivery, of the ISIRV organisational strategy.
- Monitor the function and effectiveness of the Scientific Meetings Committee to fulfil the needs of the isirv.
- Communicate closely with the ISIRV support team to ensure effective two-way flow of information, views, plans and experiences.
- Take responsibility for prompt decision making and communication in response to proposals put forward.
- Coordinate report writing (annual report, meeting reports).
- Represent ISIRV externally as required,
- Coordinate the response to complaints.

Chair appointment process: By ISIRV Council.

Vice-Chair role: Deputise for the Chair in all matters. Responsible for the ISIRV Awards program.

Vice-Chair appointment process: By Scientific Meetings Committee. Appointment is not automatic and subjected to a vote by the Committee.

Ordinary Members role: Committee members are expected to have expertise, experience or represent the perspective of ISIRV members and the wider respiratory virus academic and clinical community and/or a specific group and must be willing to attend meetings and actively contribute to the discussions and work of the committee.

Ordinary Member appointment process: Appointments will be made by the committee following a vote by all committee members after consideration of skills/experience/knowledge/diversity of the current committee.

The membership of the committee should broadly reflect the full scope of ISIRV and specific themes for OPTIONS, including at least two early career investigators and providing a balanced representation of global diversity.

5.3 Terms

Chair: Four years (due to frequency of OPTIONS, extendable for one term (maximum))

Vice-Chair: as Chair. Vice-Chair does not automatically assume the role of Chair.

Chair and Vice-chair roles: The intention is that these appointment/retirement cycles do not coincide to allow the individuals in post can provide peer support Chair, run the Scientific Meetings Committee and provide institutional memory.

Ordinary members: Three years, extendable for one term.

1/3rd of committee retire annually based on end of term or (as agreed by the Committee) those who have shown poor attendance.

Where retirement cycles coincide and would result in a loss of diversity/experience, the Committee can agree to extend a term by one full term, or a part thereof. Re-appointment is not automatic and subjected to a vote by the Committee.

Members may resign voluntarily.

5. Meetings (face to face or virtual)

5.1 Frequency

Every four months

5.2 Quorum

A quorum at each meeting shall be three members. The members of the Committee are expected to make every effort to attend all its meetings.

The Chair reserves the right to review the continuance of membership of individuals if attendance falls below 50%.

5.3 Agenda, papers and minutes

Agendas and papers will be circulated 7 days in advance of meetings. Meetings will be minuted and the approved minutes made available to committee members. Decisions and actions will be recorded. Committee members are expected to complete actions assigned to them as per the timescales agreed.

6. Decision making

Consensus or vote.

Any non-unanimous decision will be deferred to a vote by the full committee which may be conducted by teleconference, face-to-face meeting or electronically.

Chair has casting vote.

Meetings planning can be conducted electronically and virtually by SMC committee and does not need to wait for formal SMC meetings.

7. Reporting to Executive Committee and Council

Report to the ISIRV Council/Exec on all matters related to their remit, and advise on the contribution of activities to the greater Society strategy. The Chair is a member of ISIRV Executive committee and Council. May make recommendations to Council regarding the organisation of new initiatives.

8. Delegated responsibility

Options:

- To organize bids/candidates for OPTIONS (using a defined process agreed by ISIRV Executive Committee) that are presented to the Executive Committee for review and approval by Council
- To ensure the OPTIONS local organising committee (LOC) and Scientific Organising Committee are appointed and report to the SMC
- To ensure that each OPTIONS meeting has a professional meeting secretariat appointed (using a defined selection process agreed by ISIRV Executive Committee). The meeting secretariat will transparently handle the business case, budget, finance reports, health and safety, insurance etc.,
- To ensure the planning procedures and implementation procedures are correctly adhered to
- To approve and monitor budgets, following advice and templates provided by the SMC/Treasurer.
- To make recommendations regarding the scientific programme.

Special Interest Groups and Schools of Respiratory Viruses:

- To advise SIGs and Schools of Respiratory Viruses Organisers in SOPs for meeting organisation.
- To ensure the planning procedures and implementation procedures are correctly adhered to
- To approve and monitor budgets, following advice and templates provided by the SMC/Treasurer.
- To make recommendations regarding the scientific programmes

It is acknowledged that where SIG groups and Schools organisers are more than competent to run their own meetings, the SMC role in this situation is more to ensure inventory, assistance and lessons are learnt and demographics captured

Awards:

- To coordinate scientific awards

General:

- To streamline a balanced schedule of all approved, proposed, or in development meetings that ISIRV will be funding or branding. This schedule will also note other potential meetings where respiratory viral content is likely to avoid conflict.
- To facilitate collaboration of OPTIONS meeting chairs and committees with the appointed professional conference secretariat.
- To identify and recommend potential partnerships with other organizations for which collaborative sessions can be developed (e.g. ESWI, ECCMID, ASM Microbe, IDWeek)
- To encourage meeting chairs and scientific meeting committees to publish the scientific findings in a peer-reviewed journal (where IoRV has first refusal), if feasible, to create visibility.

9. Annual General Meeting (AGM)

Chair to attend and report

10. Secretariat support

Member of ISIRV staff provides Secretariat support for committee meetings, committee nominations process, event/activities organisation, and communication of educational activities and website updates.

11. Financial Support

The SMC will collate an overall spending plan for scientific meetings to included in financial forecast annual budget (set in January) and business plan. For scrutiny by ISIRV Treasurer and approval by ISIRV Executive Committee.

The plan may include a budget to support members of SMC to attend meeting site visits and meetings if a role is identified, the costs of which will be included in each specific meeting budget.

All approved events underwritten by isirv.

12. Income generation

OPTIONS should generate income (either breaking even or generating a surplus that is returned to general funds) for ISIRV via registration fees/sponsorship/exhibitions.

Smaller and more niche meetings to support educational/charitable objectives of society may require additional support sourced externally to ensure that there is a minimum plan to break even for each meeting.

13. Information governance

Archival data files will be stored by isirv.

Version 1

Drafted July 2024: Kay Miller and S. Mark Tompkins

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