

Annual Meeting Committee Terms of Reference

Our mission:

The British Society for Allergy & Clinical Immunology (BSACI) is the national, professional and academic society which represents the specialty of allergy at all levels. Its aim is to improve the management of allergies and related diseases of the immune system in the United Kingdom, through education, training and research.

Our Values

Trusted - As professionals and practitioners - We demonstrate integrity and independence in our work

As experts - We are qualified to provide expert opinions and we make decisions based on scientific evidence for the benefit of our patients.

As colleagues - We offer a safe, supportive environment for members to share challenges and learn from each other

Connected - We provide an interface between professions, disciplines and special interest groups in the field of allergy and clinical immunology.

We are an inclusive, responsive society for our members

We ensure that our work is informed by current research and new thinking in our field

We connect with others to increase our impact and influence to bring about change

Forward Thinking - We provide leadership and advocate for change to improve patient care at national, regional and local levels for our specialty

We inspire, develop and implement best practice in our fields of work

We provide specialist education and learning opportunities to support our members' professional development

We drive improvements in clinical management through education, training and research and by collaboration with patient groups, policy makers and other stakeholders.

Introduction

The BSACI Annual Meeting is developed and managed by the Annual Meeting Organising Committee which is chaired by the BSACI Scientific Programme Lead and supported by the BSACI Deputy Scientific Lead. Central to the success of the annual meeting is the Programme Planning Committee, whose primary purpose it to develop an annually a high-quality programme for a wide range of healthcare professionals who see patients with allergic diseases. The day to day logistics and administration and management of the meeting is undertaken by an external agency which is managed by BSACI Chief Executive.

Objective/Purpose

The British Society for Allergy and Clinical Immunology Annual Meeting Committee exists to provide high quality multi-disciplinary allergy education for healthcare professionals. By determining the current translational expertise and emerging areas of medicine (relevant to allergic disease) its aim is to build a contemporary scientific and clinical programme which fosters excellent patient outcomes.

The Annual Meeting Committees main roles and responsibilities are;

- To develop a state of the art scientific multi-disciplinary and clinical programme which fosters high outcomes for patients.
- To Invite a wide variety of stakeholders, disciplines and representatives to the programme planning committee ensuring it is diverse and representative of the population in the UK as well geographical spread in order to build a contemporary programme which is inclusive and meets the needs of the patient population.
- To identify and invite experts who can deliver talks on the current topical issues and on areas where there are perceived gaps of knowledge in the UK relevant to allergy.
- Assemble active representatives for the 'Organising Committee' who can attend regular bi-weekly calls, advise and implement actions on behalf of the committee throughout the year. Primary care and AHP representatives shall be Chairs/members or their respective committee and are appointed for three years.

These consist of the following members:

- Scientific & Deputy Lead
- BSACI Chief Executive
- Professional Conference Organisers (PCO)
- Abstract Lead (2 year term)
- Social Events Lead (2 year term)
- Primary Care Representative *
- Allied Health Lead (Nurse & Dietician)*
 - * to actively implement these strands of the meeting programme.
- Managing Editor of CEA who undertakes social media aspects of the meeting.

- To increase our reach and grow participation in the meeting by proactively researching avenues in which to build links and collaborate with others with the aim of increasing clinical improvements in other disciplines.
- Increase abstract submissions each year by ensuring BSACI Meeting is regarded as one the main platforms for promoting and awarding high quality allergy research and ensure the abstract judging processes are transparent and expert adjudication is provided.
- Hold fortnightly teleconferences with the organising committee ensuring all actions that arise from the meetings are recorded and carried out within the agreed deadline.
- Working with our PCO - identify potential new income streams to ensure the meeting continues to generate funds and keeps within the agreed budgets.
- Maintain the committees culture of openness, transparency and wider engagement ensuring information flows in and between BSACI internal committees, with members and external stakeholders.

The BSACI supports the work of Annual Meeting Committee via our PCO and CEO.

Appointment of Programme Scientific Lead

The Chair will be appointed for two years after which time the Deputy Scientific Lead will automatically take up the position. However in the event that this transition doesn't automatically take place the process for appointing a new SPL would be as follows;

The appointee will have experience of the BSACI Annual Meeting having attended the meeting as a delegate. They will have a high level of allergy expertise and possess excellent leadership skills as well as

a proven track record of organising education events (See separate Job Description for a list of requirements needed). The process of appointing a new 'Lead' will begin with an email to the membership inviting 'Expressions of Interest'. Applicants will be required to send in a CV and letter detailing their experience/expertise in relation to the position to the BSACI Trustees as well as a completed 'Declarations of Interest' form.

If there is only one applicant, and the President and the BSACI Trustees agree, then the applicant will be appointed as Scientific Programme Lead. If more than one application is received the trustees will invite applicants to attend an interview which will be conducted by the President, BSACI Trustee and the BSACI Chief Executive.

Appointment of Deputy Scientific Lead

It is expected that the Deputy Scientific Lead will automatically take over the post as Scientific Programme Lead (SPL) once the SPL term of office has come to an end, therefore serving on the committee for a maximum of 4 years (2 years as Deputy and then a further 2 years as SPL). Six months prior to the Deputy Scientific Lead taking over the SPL role the following process of appointing a new Deputy Scientific Programme Lead will take place. It will begin with an email to the membership inviting 'Expressions of Interest'. Applicants will be required to send in a CV and letter detailing their experience/expertise in relation to the position to the BSACI Trustees as well as a completed 'Declarations of Interest' form.

If there is only one applicant, and the President and the BSACI Trustees agree, then that applicant will be appointed as Deputy Scientific Programme Lead. If more than one application is received the trustees will invite applicants to attend an interview which will be conducted by the President, BSACI Trustee and the BSACI Chief Executive.

The Scientific Programme Lead (SPL) will be automatically sit on BSACI Council and will be required to attend each council meeting to report on the progress of the annual meeting. Council Meetings take place three times a year, details of the dates are sent out a year in advance. Should the SPL be unable to attend the BSACI Council Meeting then the Deputy Scientific Programme Lead is able to report on the annual meeting instead. The Scientific Programme Lead is also required to give a report to the AGM once a year.

Appointing Abstract and Social Events Lead Positions

An expression of interest will be sent out to the BSACI membership for the roles of Abstract and Social Events Leads each position will be for a period of two years. Applicants will be required to send in a CV and letter detailing their experience/expertise in relation to the position well as a completed 'Declarations of Interest' form. If there is only one applicant, (and the Scientific Programme Lead and Deputy Scientific Programme Lead & BSACI Chief Executive agree), then that applicant will be appointed. If more than one application is received the applicants will be invited to attend an interview which will be conducted by the Scientific & Deputy Scientific Programme Leads and the BSACI Chief Executive.

Declarations of Interest

All those who are part of the 'Programme Planning Committee' and 'Annual Meeting Organising Committee' are required to complete a 'BSACI Declarations of Interest (DOI) Form' prior to joining. It is the responsibility of the Chair in conjunction with the BSACI Office to ensure the DOI forms are up to date each year and reviewed to ensure transparency. Members will not be added to any email distribution list nor be able to attend meetings until the DOI form is received. Members of the 'Organising Committee' should notify the BSACI office by emailing info@bsaci.org throughout the year should any potential conflicts of interest arise. Conflicts of interest declarations will be retained by the BSACI Office and are available on request.

Members involved in the annual meeting specifically the 'Programme Planning Meeting' and the 'Organising Committee' should not accept support from industry to attend meetings in a BSACI official capacity where members are referred to by their BSACI title. However, it is the decision of individual members whether to accept industry support in their individual capacity or not. Industry support must be declared, and prior permission sought from the Scientific Programme Lead in order to be able to contribute to the area where the perceived COI exists.

Meetings

The **programme planning meeting** takes place once a year (around June), normally this is a face to face meeting, however where a physically meeting is not possible this will take place virtually. Members who have to travel some distance to the meetings should book their travel as far in advance as possible to ensure they obtain the cheapest fare. Standard travel expenses will be reimbursed for those attending the meeting by completing a BSACI Travel Expenses form (this can be found in the members areas of the website www.bsaci.org) and sending their scanned receipts to accounts@bsaci.org

The Programme Planning Meeting is overseen by the Programme Scientific & Deputy Scientific Leads. After the programme planning meeting the outcome of the meeting will be circulated in the form of a

draft programme with suggested speakers to those involved who were programme planning meeting, as well as those who were unable to attend during the meeting, but agreed to review by email, for their comments.

The **Organising Committee** meeting take place by Teams/Zoom and every two weeks, generally these start regularly in the new year. These are meetings are organised by our PCO. The PCO is responsible for the set-up of each meeting, drafting the agendas and recording and disseminating all actions.

Reviewed November 2020