

# Annual Conference 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 Conference is developed and managed by the Annual Conference Organising Committee which is chaired by the BSACI Scientific Programme Leads and supported by the BSACI Deputy Scientific Leads. Central to the success of the annual conference 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 conference is undertaken by an external agency which is managed by BSACI Chief Executive.

## Objective/Purpose

The British Society for Allergy and Clinical Immunology Annual Conference 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 Conference 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 are able to 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 Meetings, 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 Leads
  - BSACI Chief Executive
  - Professional Conference Organisers (PCO)
  - Abstract Leads (2 year term)
  - Social Events Lead (2 year term)
  - Facilities and Social Events Lead
  - Awards Lead
  - Communications and delivery Lead
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- To increase our reach and grow participation in the Conference 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 Conference 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 TEAMS meetings 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 conference 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 Conference Committee via our PCO and CEO.

### **Appointment of Programme Scientific Leads**

The Chairs will be appointed for two years after which time the Deputy Scientific Leads 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 Conference having attended the conference 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 for each position, and the President and BSACI Trustees agree, then the applicant will be appointed as Scientific Programme Lead. If more than one application is received for each position 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 Leads**

It is expected that the Deputy Scientific Leads will automatically take over the post as Scientific Programme Leads (SPL) once the SPLs term of office comes 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 Leads taking over the SPLs role the following process of appointing new Deputy Scientific Programme Leads 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 for each position, and the President and the BSACI Trustees agree, then that applicants will be appointed as Deputy Scientific Programme Leads. If more than one application for each position 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 Joint Scientific Programme Leads (SPL) will be automatically sit on BSACI Council and will be required to attend each council meeting. Council Meetings take place three times a year, details of the dates are sent out a year in advance. Should the SPLs be unable to attend the BSACI Council Meeting then the Deputy Scientific Programme Leads would be required instead. The Scientific Programme Leads are 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 Leads and Deputy Scientific Programme Leads & 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.

NB: The process by appointing any additional roles to the committee will be as set out in the above.

### **Declarations of Interest**

All those who are part of the ‘Programme Planning Committee’ and ‘Annual Conference Organising Committee’ are required to complete a ‘BSACI Declarations of Interest (DOI) Form’ prior to joining. It is the responsibility of 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](mailto: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 conference 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 Leads 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](http://www.bsaci.org)) and sending their scanned receipts to [accounts@bsaci.org](mailto: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.

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