

Programme Organising Committee Remit	
Committee Composition	
Members:	<ol style="list-style-type: none"> 1. Chair 2. President 3. Vice-President 4. President-elect 5. President-elect-elect 6. CPC Chair 7. ESPE Member 8. ESPE Member 9. ESPE Member
Co-opted members:	As necessary
Other considerations:	<p>Gender balance, young members, spread of clinical disciplines including DOM, non-clinical scientists, spread of geographical areas esp across Europe.</p> <p>All members should attend. Only committee members should attend.</p>
Quorum	5 members (including Chair and President)
Duration of Service	3 years (with possibility to extend for second term) – with the exception of #2-5 above who will serve for 1 year in each position.
Reporting	The Committee reports to the ESPE Council
Meetings	<p>One teleconference every quarter and two face-to-face meetings (during the annual ESPE meeting). Email contact between meetings.</p> <p>There will be additional teleconferences, at least monthly, with the Chair and Local Organising Committee (LOC).</p>
Minutes	Minutes to be sent to all committee members.
Administrative Support	Professional Conference Organiser (PCO) for ESPE Annual Meeting (currently Bioscientifica)
Remit	<ol style="list-style-type: none"> 1. To organise the scientific programme for the annual meeting of the Society within the agreed budget, taking into consideration the suggestions of the ESPE membership. The POC will be responsible for the following: <ul style="list-style-type: none"> • High scientific quality and a strategic approach to ensuring content is relevant, topical and timely • Ensuring a balance of science and clinical interests • Ensuring a balance of faculty representation • Ensuring a variety of topics within the programme and from one year to the next • Reporting regularly to the ESPE Council on the scientific programme arrangements

	<ul style="list-style-type: none"> • Keeping within the meeting budget <p>2. To evaluate submitted abstracts within the specified timeframe and using the specified criteria and framework to inform:</p> <ul style="list-style-type: none"> • Inclusion in the programme as a presentation or poster • Winners of meeting awards • Late Breaking Abstracts • Organisation of Moderators
<p>Additional notes</p>	<ul style="list-style-type: none"> • Committee members should make every effort to attend all meetings. Any Committee member who does not attend a meeting for a year will be asked to step down, other than in exceptional circumstances. • Only Committee members should attend the meetings; no representatives should attend unless expressly agreed by the Chair. • The Local Organising Committee is responsible for the social programme. • All Committee members need to be paid up members of the Society. • All papers and minutes must be treated in strictest confidence. • All Committee members must act in the best interest of the Society. • Any passwords and logins provided to Committee members to enable their roles should not be shared with anyone. • Any potential conflicts of interest should be declared at the start of the meeting or as they arise, and the member concerned should take no part in the discussion. • All members can serve a second consecutive term of office. • POC members are not permitted to participate as speakers in the main ESPE Annual meeting. • POC members cannot participate as either moderators or speakers in Industry-sponsored satellite symposia; although they can advise with respect to the scientific content of the satellite symposia, they should not benefit financially from this activity.