

## ISUOG Scientific Committee Terms of Reference

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**Secretariat Liaison:** Senior Program Coordinator

### **Purpose**

Oversight of the production and development of the scientific program for the ISUOG World Congress, regional events (where relevant), and other scientific meetings of the Society are the responsibility of the Scientific Committee. To develop the scientific program the Committee can work in conjunction with the Education Committee if required and usually works with a Local/Regional Organising Committee (or equivalent) on aspects of the program as needed.

The World Congress is the Society's main scientific meeting for clinicians who use or research ultrasound in obstetrics and gynecology. The Congress is held annually, typically in September or October for 4 days (5 including a pre-congress course day). The event attracts an average of 2,000-2,700 delegates including physicians (80-90%), midwives, sonographers and radiographers. There is a mixture of plenary and parallel sessions and a variety of session types throughout the Congress, depending on format.

ISUOG's regional events also target professionals who use or research ultrasound in obstetrics and gynecology, to support ISUOG's mission to 'improve women's health through the provision, advancement and broadest dissemination of the highest quality education, standards and research information around ultrasound in obstetrics and gynecology'. These may be organized in-house by the ISUOG Secretariat or organized jointly with a local organizer, where this benefits the event overall. They may be held virtually, in-person or in a hybrid format over 1-2 days and will usually be one stream, no parallel sessions. The event format will contain a mixture of lectures, panels, other sessions, sponsor/exhibitor activity and networking (this will vary depending on the location/region). Audience numbers and specific target audiences will vary depending on the region or specific location, and targets for these events will be established when budgets are approved in line with Trustee approved strategies. A regional planning group will report to the Scientific Committee and usually consists of members of both the Scientific and Education Committee as well as regional representatives.

The Committee can work on new activities outside of the Congress, but this must be approved by the Trustees either at a Trustee meeting or by resolution in writing that has the approval of most of the Trustees.

### **Scientific Committee critical success factors**

- To ensure the highest quality and clinical relevance in all outputs
- To facilitate membership engagement, retention, diversification and growth
- To facilitate collaboration and partnerships

### **Scientific Committee strategic goals**

1. To ensure the World Congress and regional events are the leading events in the field
2. To improve the Congress program through submission topics (chosen to reflect current priorities)
3. To measure customer service and satisfaction through continuous evaluation and user feedback
4. To support attendance for (e.g.) researchers in low resource settings, junior researchers, etc.
5. To continue sub-specialty collaborations with other organisations to increase reach (SMFM, PND, AEP, ISPD etc.)
6. To collaborate with industry partners to disseminate education, research and opportunities

### **Scientific Committee key responsibilities**

1. To be responsible for developing the scientific program of the World Congress, ensuring a focus on science as primary
2. To oversee the work of the group responsible for developing the program of regional events, ensuring a focus on education as primary
3. To ensure all event programs represent the international diversity of the ISUOG membership
4. To ensure final decisions on invited speakers and chairpersons are within the budget limitations agreed in the budget approved by Trustees
5. To manage the reviewing of abstracts and decisions on acceptance
6. To suggest improvements to the abstract submission and peer review process
7. To improve the evaluation system for the scientific content of the Congress and regional events where relevant
8. To work with the Education Committee and other relevant sub-committees as required to organize pre-Congress courses and other educational content in conjunction with the Congress and regional events as necessary
9. To co-opt members of any special interest groups to advise on the organisation of specific Congress or regional events sessions as appropriate and within the guidelines for meeting planning
10. To review and develop processes of organising courses and workshops at World Congresses and regional events where relevant

11. To respect and support the Scientific Committee Chair and Vice Chair to deliver the responsibilities of this Committee

**Process / Framework for delivery**

1. The Committee consists of a Chair, a Vice-Chair or Past-Chair and a group of up to 10 core Committee members. In addition, 1 or 2 representatives of the Local/Regional Organising Committee where relevant is/are invited from the end of the preceding Congress to the current Congress.
2. It is expected that the ISUOG President is seconded to this Committee during their Presidency and may join meetings and support program development at their discretion. In the event the President is unable to fulfil this role they can appoint a representative from the Board of Trustees to serve in this capacity if desired. The President or his/her representative is an active participant in developing the program with voting rights in this capacity, however has no voting rights where general business matters of the Committee are concerned. The Board of Trustees also appoints a corresponding Trustee, who is invited to attend formal business meetings of the Committee.
3. The Chair and the Vice-Chair/Past-Chair have complementary areas of expertise, ensuring most aspects of ultrasound in obstetrics and gynecology are represented at the committee leadership's level. For example, if the Chair of the Scientific Committee specialises in gynecology, the vice-chair/past-chair should have an in-depth knowledge of obstetrics, and vice versa.
4. The Committee meets a minimum annually at the World Congress and periodically as required by conference call.
5. An annual planning meeting (the Marathon Meeting) is held in May to finalise the program. The Scientific Committee work independently and collaboratively in the lead up to this final meeting, as required, to develop the program to a sufficient level that it can be agreed.
6. In the event an in-person meeting is required in any given year, attendance is decided using the following formula to standardise attendance:
  - Chair of the Scientific Committee plus his/her nominated representative
  - Vice-Chair or Past-Chair of the Scientific Committee plus his/her nominated representative
  - One representative of the Congress Local/Regional Organising Committee, usually the Chair or his/her representative
  - ISUOG President or his/her representative
7. Day-to-day program management is delivered by the ISUOG Office Events team supported by an online system to manage abstract handling, reviewing, program output e.g. ScholarOne Abstracts.
8. The ISUOG Office provides the Committee with appropriate communication tools to communicate, e.g. Basecamp, and meets with the Chair and Vice Chair on a regular basis throughout the year to facilitate effective development of the relevant event programs.