

## **AMERICAN THORACIC SOCIETY INTERNATIONAL CONFERENCE PROGRAM COMMITTEES**

The ATS Program Committees are comprised of a Program Committee Chair and Chair-Elect and its members. The Program Committee Chair and Chair-Elect are members of an ATS Assembly. Program Committee Members are appointed by the incoming Program Committee Chair.

All committee members must have completed an ATS faculty disclosure document online and relationships must be reviewed, and conflicts resolved.

### **PROGRAM COMMITTEE PURPOSE**

The focus of the Program Committee is to review, grade and plan the program for the International Conference. These may include:

- Scientific Symposia
- Meet the Experts Seminars
- Postgraduate Courses

Program Committees also review scientific abstracts and case reports submitted to their Assembly, and will be asked to help program acceptable abstracts into the following formats:

- Mini Symposia
- Poster Discussion Sessions
- RAPiD: Rapid Abstract Poster Discussion Sessions
- Thematic Poster Sessions

### **PROGRAM COMMITTEE MEMBERS**

All chair elects will receive an email and a Program Committee form from Liliana Rose in mid-late February. Please follow the instructions in the email and on the form when selecting your Program Committee members.

- For continuity we encourage the incoming Program Committee Chair to appoint the outgoing Program Committee Chair as a member to the new Program Committee.
- A Program Committee should not exceed more than **40 members**. The number of members appointed is decided by the Chair-Elect based on the estimated numbers of programs and abstracts to be reviewed.
- Should a Chair-Elect feel that more members are warranted, the Chair-Elect should contact Liliana Rose at [lrose@thoracic.org](mailto:lrose@thoracic.org) to discuss the need and agree on the final number of members. This will only be approved on a case-by-case basis.
- Members should serve on the Program Committee for 1 to 3 consecutive years, although the length of term of any member is at the discretion of the Chair-Elect. Rotation of the members should be staggered so that only about one-third of the Committee is made up of new members.
- Program Committee members are active members of ATS and primary or secondary members of the Assembly for which they serve. However, non-members are permitted on a case-by-case basis. Please see the “**Non-ATS Members**” section for more information.

## **Diversity, Equity, Inclusion and Belonging**

A more inclusive environment enriches the conference programming and experience.

- Program Committees should be balanced and consist of a diverse representation that is reflective of our ATS membership. This ensures diverse perspectives are included when reviewing and grading conference proposals.
- The Chair-Elect will be provided with a diversity survey for distribution to the existing program committee. The metrics can be used to inform their decision making about rotating off and adding new members.
- The International Conference Committee is committed to diversity and inclusion at all levels within conference programming, across race, ethnicity, age, geography, gender, religion, sexual orientation, gender identity, gender expression, ability, economic status, career stage (early, mid, senior), and other diverse backgrounds.

## **Postgraduate Courses Subcommittee**

A group of program committee and ICC members will be selected to join the ICC PG Subcommittee.

- Some of these members should have medical education and/or curriculum development experience.
- Please indicate on the Program Committee form which members you are recommending for the ICC PG Subcommittee and their relevant experience.

## **Program Committee Mentor**

Each Program Committee will be assigned at least one apprentice by their assembly. The Program Committee Chair must assign a mentor to the apprentice. Once the apprentice has served one year, they should be assigned as a full program committee member.

- The mentor will show the apprentice how to grade and review submitted sessions/ abstracts assigned to their program committee, if they have accomplished tasks assigned to them as an apprentice member.
- Abstracts: Once the mentor and apprentice have viewed and graded abstracts, they will review, compare and discuss the rationale for the score of a handful of abstracts.
- The mentor will not only serve as a mentor for the program committees but also provide the apprentice “behind the scenes” information on the operations of their assembly.

## **Industry-Employed Members**

It is acceptable to appoint industry employed ATS members to the Program Committee.

- Industry-Employed Members should recuse themselves from review of Symposia, Postgraduate Courses and Meet the Expert proposals.
- Members are expected to recuse themselves from reviewing abstract and case report proposals where the topic relates to the business lines and products of their employer.

### **Non-ATS Members**

In rare cases, a member of the Program Committee may be added who is not a member of the American Thoracic Society.

- In this case, the Program Committee Chair-Elect will be required to provide to the ATS staff a brief justification describing why the individual's expertise is essential to the committee. This will only be approved on a case-by-case basis.

### **Patient Representatives**

- Should be experts in their fields and contribute to the programming and discussions of proposals.
- Representative may be a patient or family member.
- Do not have to be an ATS member but is preferred.
- Must not be employed by a tobacco company.
- The ATS Patient Advisory Roundtable (PAR) is a great resource and will help find and train a speaker for your session: <https://www.thoracic.org/patients/par/>

Program Committees meet at least once a year at the ATS International Conference or virtually.

For more information on the ATS Program Committees or to discuss departures from the above criteria, please contact Liliana Rose at [lrose@thoracic.org](mailto:lrose@thoracic.org).