

Annual Congress Program Committee

Leadership: President-Elect (Chair)

Responsible council member: President (Co-Chair)

Number of members: variable but always including:

- Committee chairs: Anesthesia, Basic Science, Education, Pathology, Pediatrics, Radiology, Scholarship, Vanguard and Women in Transplantation
- President (or designated representative) of partner society (joint congress only)
- Local (hosting country) representation at discretion of chair

Key aims:

1. To develop a scientific program for the annual congress that fully reflects the educational mission of the society: multidisciplinary, international, up-to-date, and inclusive
2. To oversee all aspects of congress organization

Key tasks and dates:

Develop a program template that incorporates the following:

- A formal opening reception
- Both plenary and specialty-focused parallel sessions
- Scientific abstracts in both poster and oral formats
- Topic-based didactic sessions with invited speakers
- State-of-the-art plenary lectures
- Interactive case presentations
- Presidential address and awards ceremony
- Industry-sponsored educational symposia and technical workshops

Organize a congress planning meeting preceding the winter council meeting (January/February), comprising Congress Planning Committee co-chairs, responsible council members representing each committee, and partner society president(s) if a joint congress. Others to attend only in exceptional circumstances, at discretion of co-chairs.

Work with professional congress management to

- promote the congress as widely as possible
- solicit and process abstracts
- optimize digital resources to enhance congress experience: registration, mobile app, resource café, congress platform
- make size-appropriate room assignments
- ensure sponsors' agreed requirements are met
- promote ILTS benefits to all participants (congress app, membership booth, handouts, transition slides, etc)

Report twice yearly to ILTS Council: January-February written report for winter council meeting agenda book and chair to present in person; May-June written report for annual congress council meeting agenda book and chair to present in person.

Key performance metrics:

- Satisfactory reports to ILTS Council
- Congress participant numbers and feedback