

**Annual Meeting Program Planning Committee  
Committee Charter**



<p><b>Purpose</b></p>	<p>The Annual Meeting Program Committee maintains and enhances AUGS’ annual meeting, developing programming that highlights the latest scientific, clinical, and surgical advances while maximizing the educational value and overall attendee experience.</p>
<p><b>Ongoing Committee Activities / Committee Charges &amp; Strategies</b></p>	<p>The committee undertakes the following activities:</p> <ul style="list-style-type: none"> <li>● Review and update abstract submission topics and guidelines as needed.</li> <li>● Define course learning objectives and identify modalities for content delivery.</li> <li>● Review and score abstracts.</li> <li>● Review and score manuscripts for award considerations.</li> <li>● Review and score roundtable and workshop submissions.</li> <li>● Review and score late breaking science abstracts</li> <li>● Identify topics and make recommendations for speakers including Mini State of the Art, discussion panel and keynote speakers.</li> <li>● Review learner feedback for continuous refinement.</li> <li>● Be thoughtful about diversity of invited speakers and topics.</li> <li>● Seek to expand clinically relevant / surgical content to better meet the needs of AUGS physician members across all practice settings.</li> </ul>
<p><b>Roles and Responsibilities</b></p>	<p><b>Chair</b></p> <ul style="list-style-type: none"> <li>● Structure agenda for meetings.</li> <li>● Run an effective meeting to ensure involvement of committee members and the advancement of activities and charges</li> <li>● In conjunction with the committee staff liaison, develop committee report for AUGS Board (3x per year).</li> <li>● Be prepared to review all abstracts and video abstracts between April and May when abstracts close and scoring is in progress. (20-30 hours).</li> <li>● Work with AUGS Staff to program all abstracts and invited talks between May – June. (40-60 hours)</li> <li>● Work with AUGS staff to identify and invite moderators before early registration deadline to ensure availability and travel booking. (5 – 10 hours)</li> <li>● Identify and invite mini state of the art speakers before early registration deadline to ensure speaker availability and travel booking. (5-10 hours)</li> <li>● Implement any new elements or make improvements to programming as needed or desired.</li> <li>● Implement strategic direction of the meeting as may be directed by the Board of Directors</li> <li>● Maintain open communication with assigned Board liaison regarding committee activities</li> <li>● Identify and mentor the next Chair of the Committee.</li> <li>● Assist with the selection of committee members.</li> <li>● Attend bi-annual Education Council meeting.</li> </ul> <p><b>Vice Chair</b></p> <ul style="list-style-type: none"> <li>● Support the Committee Chair to ensure responsibilities are met in a timely manner.</li> <li>● Serve as interim Committee Chair in the absence of the Chair.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Recommend to the AUGS Governance Committee individuals to serve as the next Vice Chair.</li> <li>• Ascend to the position of Chair.</li> <li>• Attend bi-annual Education Council meeting.</li> <li>• Serves on the AUGS Awards Committee.</li> </ul> <p><b>All Members</b></p> <ul style="list-style-type: none"> <li>• Maintain confidentiality and avoid sharing AUGS information, processes, and work product outside of AUGS</li> <li>• Be prepared and actively participate in all conference calls and meetings.</li> <li>• Work on projects as delegated by the Chair.</li> <li>• Actively participate in ongoing committee activities as outlined above under ongoing Committee activities, charges, and strategies.</li> <li>• Complete all assigned reviews.</li> <li>• Contribute ideas for content and speakers.</li> </ul>
<p><b>Workgroups and Other Committee Relationships</b></p>	<p>The Committee will engage with the President and Vice President of AUGS to keep them informed of meeting planning progress.</p>
<p><b>Expected Commitment</b></p>	<p>The committee meets 5-7 times per year via Zoom to discuss content, share ideas, and finalize review decisions. Committee members are expected to review all materials prior to each meeting and be prepared for active participation. The estimated monthly time commitment is 2-3 hours for committee members. The estimated monthly commitment for Chair can be as many as 10-20 hours for two months of her/his term.</p>
<p><b>Committee Composition</b></p>	<p>The Committee is comprised of a Chair, Vice Chair, Fellow Representative, Private Practice Representative, Early Career Representative (within 1-8 years post-fellowship), Basic Science Representative, and 6-8 additional members.</p>
<p><b>Committee Terms</b></p>	<p>Terms run November 1 – October 31 in conjunction with the Annual Meeting planning.</p> <p>All committee members serve a one (1) year term and are eligible for reappointment for up to two additional consecutive terms (up to three years of service).</p> <p>Fellow representatives must rotate off after three years or upon graduation from fellowship, whichever comes first.</p> <p>The Committee Chair and Vice Chair will each serve a one-year term. The Vice Chair ascends to the role of Chair upon completion of their term as Vice Chair.</p>
<p><b>Selection/ Appointment</b></p>	<p>Members are appointed by the AUGS Governance Committee with input from the Committee Chair and Vice Chair. The Committee Vice Chair is selected by the Governance Committee with recommendations from the current Chair and Vice Chair.</p>
<p><b>Committee Requirements</b></p>	<p>All Committee Members:</p> <ul style="list-style-type: none"> <li>• Desire to advance the education mission of AUGS.</li> <li>• Ability to make the necessary time commitment.</li> </ul>

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	<ul style="list-style-type: none"><li>• Must be a Society member in good standing.</li><li>• May not participate as leaders or presenters in a company Industry Expert Theater, Product Theater or promotional/marketing event held in the exhibit hall or associated with AUGS annual meeting during their term.</li><li>• Must adhere to AUGS Conflict of Interest and Disclosure policies.</li></ul> <p>Chair and Vice Chair:</p> <ul style="list-style-type: none"><li>• Able to commit a significant amount of time for programing for 2-3 months of the term.</li><li>• Chair must have previously served as Committee Vice Chair</li><li>• The Chair and Vice Chair may not have direct financial relationships with ineligible companies during their term.</li></ul>
Staff Liaison(s)	Weiyi Zhao Senior Director, Education & Accreditation <a href="mailto:weiyi@aug.org">weiyi@aug.org</a>