

PRIM&R Annual Conference Conference Planning Committee Member Job Description

About the Conference Planning Committees: Conference planning committees develop content for the Annual Conference. Each committee is led by two co-chairs and the co-chairs meet monthly to discuss the work of their respective committees so as to ensure a cohesive and complementary agenda. The co-chairs are also responsible for selecting the general session topics/speakers. The planning committees include:

- Human Subjects Research Content Committee
- IACUC Content Committee
- Institutional Leadership Content Committee

Planning Committees' Mission: Members are charged with creating the content related to their specific topic area (Human Subjects Research, IACUC, or institutional leadership). In addition, **these committees suggest and develop sessions that are on crossover issues/topics** (i.e., topics that span the research enterprise, and are on emerging and challenging issues in research, shared oversight challenges, and challenges to trustworthiness).

Member Responsibilities:

- 1. Attend planning calls:** Members are required to attend *at least* 80% of the weekly/bi-weekly, 90-minute planning calls that take place between February and early June (timeframe may be shorter for some committees). At times, calls will be held bi-weekly to allow time to offline work.
- 2. Create conference content:**
 - **Review planning materials:** Evaluation data, Call for Session Proposals ideas, and prior year agendas.
 - **Create plenary, breakout, and networking sessions:**
 - Members determine the **thematic tracks** related to their specific content. Tracks help with organizing content and helps attendees better navigate the agenda.
 - Members **will be assigned two tracks each, two members per track**. Members work together offline or on their own to create content for their assigned tracks.
 - Committees create content that fall into the following **session types**:
 - **Thought Leader Series:** Plenary sessions on high-level concepts in research and research ethics and/or timely/challenging oversight issues. Sessions are meant to stimulate thinking beyond process and procedural matters. Formats include a three-person panel, moderated discussion, or a debate. Sessions feature seasoned experts and/or thought-leaders in the field.
 - **Deep Dive Series:** Breakout sessions that provide an in-depth exploration of a timely and challenging topic in research ethics and oversight. One to three speakers give presentations and time is devoted at the end for questions.
 - **Learning Lab Series:** Breakout sessions focused on brainstorming new solutions/approaches, problem solving challenging issues, and/or knowledge-sharing on a particular topic. Sessions include brief presentations and interaction among attendees.
 - **Networking Series:** Breakout sessions intended to facilitate networking and dialogue among attendees on the challenges and opportunities associated with a particular topic or professional role. Conversations are structured and moderated by a facilitator(s).
 - Members **develop the following for each session**:
 - Title
 - Two to three sentence descriptor
 - Three learning objectives
 - Speaker recommendations
 - *At least 30% of the content developed by the committees must come from the Call for Sessions Proposals (if possible).*
 - Members will be provided with the following **resources** to assist in planning content:
 - Prior year agenda topics and evaluation data
 - Call for Session Proposals (ideas submitted from our community)
 - Ideas cut from prior year agendas
- 3. Finalize speakers:**
 - Members recommend speakers, but PRIM&R makes the final placements. This information will be sent to the committees for their review before invitations are sent. **Two to three speakers will be invited per session (with the exception of Thought Leader sessions)**. PRIM&R aims to include new faces and perspectives, and we try to limit individuals to no more than three sessions.
 - The PRIM&R staff sends out speaker invitations. **Do not contact any speakers!**