

# TERMS OF REFERENCE

## CONFERENCE SCIENTIFIC AND CLINICAL PROGRAM COMMITTEE

### **Purpose:**

The Conference Scientific and Clinical Program Committee (CSCPC) plans the conference program to ensure that CAOT conferences promote the latest best practices and reflect a diversity of occupational therapy practice and research through various networking and information-sharing opportunities.

### **Frequency of Meetings:**

The Conference and Events Manager (CEM) shall schedule meetings as necessary to plan and implement the work.

### **Reporting/Accountability:**

1. The CSCPC will report at regular intervals to the CAOT Conference Events Team (CET) regarding information relevant to that conference.
2. Minutes shall be recorded for each meeting and copies provided to CEM.

### **Membership:**

All CSCPC members must be members of CAOT. Members will reflect a diversity of practice areas and experience and include a clinician, manager/professional leader and educator/researcher. The qualifications of the committee members must include a minimum of five years' experience as an academic/researcher and/or as a practicing clinician. The members will contribute to the learning of occupational therapists. The number of members of this committee is at the discretion of the CET. The Director Knowledge Translation Programs will support the CSCPC. The Conference and Events Manager will be an ex-officio member of the CSCPC.

### **Roles and Responsibilities:**

1. Meet as a committee to:
  - a. review the call for papers and update as required.

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- b. review conference resources and update as required.
2. Support and mentor new presenters in submission of abstract.
3. Review abstract in assigned category.
4. Meet as a committee to:
  - a. review criteria for the selection of presentations (% per category, successful criteria, etc.).
  - b. select abstracts for inclusion in the conference program.
  - c. develop the scientific and clinical conference schedule.
  - d. determining the winning abstracts for each qualifying university for the student bursary.
5. Conduct an evaluation of the process.

**Terms of Office:** 2 years

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## **Sub-Group of the Scientific and Clinical Program Committee (CSCPC) Abstract Review Board**

### **Purpose:**

The Abstract Review Board evaluates all abstracts submitted for inclusion in the conference program.

### **Reporting/Accountability:**

Review Board members forward their evaluation of abstracts to the Conference and Events Manager (CEM) in a timely manner according to proposed deadlines.

### **Frequency of Meetings:**

There are no meetings of the Abstract Review Board. Individuals who are members of the Board correspond with the CEM.

### **Membership:**

Membership is composed of CAOT members who volunteer to serve on the Abstract Review Board.

### **Roles and Responsibilities:**

The role and responsibilities of each person on the Abstract Review Board are to:

1. Review the abstracts forwarded following the instructions and criteria provided.
2. Complete an evaluation form for each abstract reviewed within the established timeframes.

**Terms of Office:** open ended