

# **Terms of Reference for the Scientific Committee as part of the project team to prepare the 4<sup>th</sup> European Congress on Physiotherapy Education 2016**

## **Purpose**

The Scientific Committee is responsible for the scientific programme delivered at the 4<sup>th</sup> European Congress on Physiotherapy Education. The committee members will be proposed by the CSP and reviewed and approved by ER-WCPT. The rationale for this is to ensure the committee meets the level of European coverage set out by ER-WCPT

### **1. Remit**

- To develop the scientific programme
- To consider the learning/feedback from the Education Congress 2012 in Vienna
- To develop the abstract handling process including identifying abstract reviewers
- To identify and suggest keynote speakers and negotiate terms of attendance (travel, accommodation)
- To select presentations, organise workshops and provide opportunity for discussion amongst delegates
- To develop a programme that reflects the suggested themes by choosing a variety of session formats
- To develop a plan for the poster exhibition (grouped by themes)
- To edit the book of abstracts prior to publication
- To ensure a variety of learning methods is available during the congress
- To consider mentoring for novice researchers submitting abstracts
- To ensure the programme reflects the needs for the different delegate groups (students, associates, educators etc)
- To include virtual learning opportunities prior and after the congress
- To define intended learning purpose and learning outcome for each session

### **2. Accountability**

The ER-WCPT Executive Committee (EC) nominates the chair of the Scientific Committee following a proposal submitted by the CSP. The final decision on the programme and keynote speakers will be made by the ER-WCPT EC based on recommendations of the scientific committee (giving consideration to budgetary constraints).

By decision of the ER-WCPT EC, the Scientific Committee may include representatives of the organisations that are cooperating in the event and/or can appoint (2) advisors to the Scientific Committee.

After each meeting of the Scientific Committee a report would be sent to the ER-WCPT General Secretary.

### 3. Committee membership

Area of expertise/role	Name	Comments
Member from a research/ educational background with relevant international experience and/or presenting at international conferences		
Member from a research/clinical practice background with relevant international experience and/or presenting at international conferences		
Member with experience in scientific programme planning at international or national level		
Member with peer reviewed presentations and publication track record		
Member with e-learning experience		
Representative from the CSP Programme Development Group		
Member of the ER-WCPT Executive Committee (or a person appointed by the EC)		
Advisers appointed by the Scientific Committee		
Events manager	Steve Mann	
Project manager	Birgit Mueller-Winkler	

#### 4. Project organisation



#### 5. Joint responsibilities with the Organising Committee

- Ensure joint programme development covering organisational and scientific aspects
- Ensure programme developed and formats decided by the Scientific Committee align with the facilities available
- Announcement of the congress and call for papers
- Documentation and congress logistics
- Ensuring congress webpage is updated as soon as new information becomes available
- Ensure programme is clearly arranged and easy to navigate for delegates
- Present an evaluation report to the host association and the ER-WCPT EC three months after the congress at the latest

#### 6. Quorum – 4 persons

#### 7. Term of office

Members of the Scientific Committee will continue serving in their role until the evaluation of the congress has been conducted, i.e. Spring 2017

## **8. Frequency of meetings**

The Scientific Committee will meet 1-2 times per quarter, depending on the issues identified for forthcoming weeks. Meetings may be also organised as telephone/videoconferences. The frequency might be subject to change as the project progresses

For further questions, please contact [enquiries@csp.org.uk](mailto:enquiries@csp.org.uk)

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