ASMIRT Conference: responsibilities committee and events team

In short, the conference committee manages the scientific program and local flavour, including:

- confirming the proposed venues are suitable and that the branch / committee are happy with it
- coming up with the conference theme
- selecting invited speakers – local, national and international
- writing the call for abstracts promotion – creating the themes and focus of the event
- assisting with compiling a list of reviewers for abstracts (ASMIRT Events Team have lists of all previous reviewers to help)
- reviewing the abstracts (with help of larger scientific committee which does not have to be limited to QLD)
- programming / creating the conference sessions and allocating speakers to the program
- manage the session chair selection process
- suggestions for interesting site visits, preconference workshops and function ideas
- have an input on the social program – tie into conference theme, local entertainment etc
- help with the secretariat to drive the marketing, particularly at a local level
- help drive the social media for the event with regular announcements and communication
- assistance at the event with set up, bag packing, registration welcome, social events, signage, questions, helping manage concurrent sessions
- meetings will generally be held once a month as teleconferences / web meetings and occasionally face to face

The ASMIRT Events Team tasks will include:

- arrange the conference logistics
- venue sourcing, contract negotiation and hotel blocks
- create and monitor the budget
- payment of all invoices and reimbursements
- create and manage the conference website
- set up and manage the abstract management system
- follow up reviewers for abstracts
- create and manage abstract supplement – through JMRS online
- ongoing management of the program and speakers
- manage communications and training for reviewers, chairs, how to write and submit an abstract, how to successfully deliver a conference presentation (along with ASMIRT Research Committee).
- set up and manage the registration system and onsite registration
- set up and manage the event app
- sponsorship and exhibition sales
- create and deliver artwork / branding
- printing of event collateral / signage etc
- manage social media pages (input is wanted from committee for this)
- timeline management
- assist with management of the adjudication with help of Fellowship Panel