



European College of Veterinary Surgeons

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ECVS STANDARD OPERATING PROCEDURE:

Programme Committee Meeting

1. The Programme Committee (PC) holds one in-person meeting per year in July at the location of the Annual Scientific Meeting, usually on the Thursday of the start of the ASM. Further meetings are held online as necessary; additional in-person meetings can be held if required, subject to prior Board approval.
2. The current PC Chair starts the meeting and
 - a) summarises the status of the current ASM programme organisation including any current issues and how these are being dealt with;
 - b) confirms who will be performing scoring for the Resident Forum (see SOP Resident Award Session) and Poster session;
 - c) outlines any issues relevant to the PC that they have encountered during the year including any feedback about pre-congress courses and current / future ASM programme content / speakers;
 - d) puts up for discussion any requested changes to SOPs or other issues to be put to the BoR.
3. The current PC Chair formally hands over the meeting to the previously nominated incoming PC Chair who is responsible for chairing the programme for the following year's ASM (current year + 1).
4. The new PC Chair summarises the outline programme (topics and suggested speakers) for the following year's ASM as approved by the BoR and formally introduces the new PC member.
5. The PC discuss final modifications to the programme for the following year's ASM including titles of talks, speakers, sessions, and pre-congress courses. Requests for pre-congress courses will be supplied to the relevant PC (LA / SA) by the interested sponsoring companies and / or by the ECVS Office (see Book of Procedures, section 5. Annual Scientific Meeting, F. Pre-Congress Courses).
6. The full programme including pre-congress courses, main sessions, Meet the Expert sessions, and Resident sessions for the following year's ASM is finalised for presentation by the new PC Chair to the BoR on the Thursday of the July meeting of the BoR (see Book of Procedures, section 5. Annual Scientific Meeting, C. ASM Organisational Timeline).
7. The current and new PC Chair (or one person only if the PC decides so) present their report to the BoR on the Thursday of the BoR's July meeting.