

Pacific Coast Obstetrical and Gynecological Society Program Committee Guidelines

I. Introduction

These guidelines provide an overview of the scope, responsibilities, and timeline of duties of the Program Committee members and Program Chair. The Program Committee and Chair are responsible for constructing a scientifically rigorous program that provides CME credit and is enriching for both members and companions.

II. Relevant bylaws:

Article III

Section 1

a) Scientific Sessions. An agenda of Scientific Presentations, developed by the Program Committee, shall be the focus of each Annual Meeting. Abstracts of these presentations shall be published in a program to be developed by the Secretary-Treasurer and mailed, prior to each Annual Meeting, to all Fellows and to those Non-Resident, Retired and Honorary Fellows who have chosen to receive the "mailings" of the Society at a cost determined by the Board of Directors (Article I, Section 1, paragraphs c, d and e). (b) Submitted Manuscripts. All presentations submitted for inclusion in the scientific program, oral or poster presentations, by Society Guests, Guests of the Board of Directors who are candidates for membership (Article I, Section 3 e), and Fellows, shall be submitted in manuscript format to the Program Committee and the Editor of Scientific Proceedings. These submissions shall represent original work, data or information not previously published or presented at a regional or national meeting unless approved by the Board of Directors. All manuscripts shall be submitted by the deadline established and published by the Program Committee. Special presentations such as guest speakers, panel discussions or special review presentations may be exempted from manuscript submission by the Program Committee.

Article VI

Section 3. Program Committee. The Program Committee shall be a standing committee with one member selected from each Caucus to serve a five year term. Individuals appointed must agree to be a future Program Chairman when he or she is the senior member. The President-elect upon assuming office shall appoint a new member to replace any member whose term has expired or otherwise leaves the committee. In the initial year of appointment to the standing committee the President-elect shall determine the staggered term of each member from one to five years. Thereafter, each year the President-elect shall appoint a new member to serve a five year term. If any committee member leaves before the end of their respective five year term the President-elect will appoint an additional new member to a four year term and the terms of the other members will be advanced to maintain the staggered membership in the committee.

a) The Frank Lynch Memorial Essay. The Program Committee shall choose the Frank Lynch Memorial Essayist. The Frank Lynch Memorial essay shall be published in the Transactions of that Annual Meeting and the essayist shall be reimbursed for expenses incurred in travel (private automobile or air coach) and basic hotel accommodations and meals while attending the meeting. The essayist shall not be required to pay the registration fee and shall additionally be afforded an honorarium to be established by the

Board of Directors. These costs and honorarium will be borne by the Frank Lynch Memorial Fund with Board approval. The essayist may not be a current Caucus Guest, Society Guest or Fellow. When, in the opinion of the committee, no qualified essayist is available, the Program committee has the option of eliminating the Memorial Essay.

b) The Ted Adams Scholarship. The Program Committee shall choose the Ted Adams Scholarship recipients. The Committee shall select a number of residents or fellows in Obstetrics and Gynecology or other related fields as they deem appropriate from nominations made by each Caucus, to present posters or papers at the Annual Meeting of the Society. The Board shall determine the number of possible candidates each year by estimating the covered expenses for the candidates and the estimated income from the Scholarship Fund for that year. The costs will be borne by the Ted Adams Memorial Fund with Board approval with the exception of the selected Charles Kimball Award winner.

(c) Charles Kimball Award. The Program Committee shall select the Charles Kimball Award winner from the Ted Adams scholarship recipients. The value of the honorarium award and covered expenses shall be established by the Board of Directors. The costs and honorarium will be borne by the Charles Kimball Memorial Fund with Board approval.

III. Board of Directors (BOD) meetings

There are a total of 3 BOD meetings per year that the current and upcoming Program Chairs attend:

- A. Wednesday afternoon at the Annual Meeting
- B. Saturday afternoon at the Annual Meeting
- C. Interim Meeting, held in San Francisco, generally on the first Saturday in March

IV. Program Committee meeting: The Program Committee meets on Wednesday one hour prior to the first BOD meeting at the Annual Meeting

V. Program Committee Responsibilities and Timeline

A. T - 36+

- a. All committee members review and rank Lynch/Adams submissions
- b. All committee members review abstract submissions if requested by Program Chair
- c. Program Committee meets at the Annual Meeting to familiarize new members with the process of selecting special speakers and arranging the scientific program
- d. Each member meets with his/her Arrangements Chair to confirm venue
- e. Each member begins considering special speakers based on venue

B. T - 24

- a. Upcoming Program Chair (UPC) confirms meeting dates and venue with Caucus and Arrangements Chairs
- b. UPC confers with Society President once elected and begins inviting special speakers
- c. UPC attends Interim Board Meeting; presents tentative plans for presentations by Society Guests and special speakers for the following years' meeting for BOD input

- d. UPC co-Chairs Program Committee meeting at Annual Meeting; reviews responsibilities and timeline with new committee members
- e. UPC attends Wednesday and Saturday BOD meetings at the Annual Meeting, present ongoing planning for Society Guests and special speakers for the following years' meeting for BOD approval

C. T-12

- a. Program Chair receives requests for early presentations by Society Guests. Early presentations of Society Guests is an option to assist the Program Chair when number of fellows and invited speakers does not fill the scientific program. No commitment decision to early presenters can be made prior to the Interim Meeting. Letters of acceptance or decline are distributed following BOD review at the Interim Meeting. Requests to defer a presentation to a later year go directly to the BOD through the Society Administrator (SA)
- b. **First week of November** letter goes out to guests and fellows asking for confirmation of plan to present (Society Guests) or to submit an abstract for presentation (Fellows)
- c. Program Chair confirms deadline for abstract submission with Society Administrator (typically mid-Dec, determined by BOD)
- d. Program Chair reviews all fellow abstract submissions to fill program with 20-26 presentations to provide 13-15 CME credits; may request reviewing assistance from Program Committee members, particularly when submissions exceed number of presentations needed
- e. **End of Dec** a second request goes out if more presentations are needed to make 20-26 presentations
- f. **Mid-January** all abstract reviews completed by Program Chair
- g. Program Chair constructs meeting agenda using previous meeting templates, inserting special speakers according to availability

Society Guests (30 min): 15 min presentation, 5 min discussant presentation, 10 min discussion from the assembly

Fellows (20 min): 10 min presentation, final slide is a question slide from reviewer, 10 min discussion from the assembly (if program is short these can extend to 30 min blocks, confer with SA to be sure program provides 13-15 hours of CME total)

Lynch presentation (30 min): 20 min presentation, 10 min discussion from the assembly

Adams presentations (5 min): oral synopses of poster presentations, no assembly discussion

- h. **March** Program Chair reviews program with BOD at Interim Meeting
- i. **April** Program Chair finalizes program, signs CME report

- j. **June** Program Committee reviews and ranks Lynch/Adams submissions within 8-14 days after submission deadline
- k. Program Committee meets on Wednesday prior to the BOD meeting at the Annual meeting, Program Chair reviews responsibilities and timelines with new members
- l. Program Chair attends Wednesday BOD meeting at Annual Meeting, presents final program, attends Saturday BOD meeting at Annual Meeting

VI. Lynch/Adams Guidelines

A. Frank Lynch Memorial Essay (oral presentation)—residents and fellows from Arizona, Alaska, British Columbia, California, Hawaii, Idaho, Nevada, Oregon, Utah, and Washington are eligible, manuscript submission preferred but abstract allowed (Standing Rule 10), the highest ranking manuscript or abstract is chosen. The award includes an honorarium of \$500 plus meeting registration costs for two persons (which includes most meals during the meeting) and expenses covered up to a total \$2,200 and is covered through the Frank Lynch Memorial Essay Fund

B. Ted Adams Scholarship Award (poster presentations)—residents and fellows from same states listed above are eligible, may submit either a manuscript or an abstract, The Secretary/Treasurer provides the number of poster presentations that can be funded for the meeting at the Interim Board meeting. Historically 6 posters have been funded. The TASA Fund provides a stipend for travel/lodging and reasonable expenses for meals not provided by Society functions for each poster presenter. Authors of Lynch submissions will be offered consideration for the Adams scholarship if their submission is not chosen for oral presentation when receipt is acknowledged, additional “meritorious posters” may be accepted, depending on budget and President, President Elect, and Secretary/Treasurer approval

C. Charles Kimball Award—\$500 award given to highest ranked poster, voted on by Program Committee at meeting.

VII. Special Speaker Guidelines

A. James and Joan Caillouette lectureship—family planning-focused

B. Presidential Speaker (chosen with input from Society President)

C. Keynote Speaker

Non-Fellows receive honorarium determined by the BOD (typically \$1200), two nights’ lodging, travel and other expenses with prior approval by Secretary/Treasurer.

Society Fellows presenting as a special speaker receive waived registration fee for one, two nights’ lodging, travel and other expenses with prior approval by Secretary/Treasurer.

D. Local Interest Luncheon Speaker—companions attend

If local, honorarium determined by the BOD

If non-local, honorarium and other expenses determined by BOD

Fellow Presentations--Any Fellow of the Society presenting at scientific sessions as a lecture, except Presidential Choice Lecture, or other named lecture will receive no compensation or waiver of registration fees.

VIII. Other Considerations

A. Options for late withdrawal of presenter:

Discuss with presenter, see if they can be assisted to finish

Hold a few fellow presentations as backups

Increase length of some presentations from 20 to 30 minutes to fill gaps

B. Program flow:

Discretion of Program Chair

Mix up topics to preserve attendance