



POSITION DESCRIPTION

Conference Chair

Reports to: ASA Board

Role overview

The Conference Chair provides strategic vision, leadership, communication and coordination to ensure Sleep DownUnder provides ASA and ANZSSA members with high quality clinical, scientific and research education. Sleep DownUnder is also an important opportunity for sleep communities in Australia and New Zealand to gather together, forging and nurturing professional partnerships, collaborative relationships and personal friendships.

The Conference Chair works closely with the professional conference manager contracted to deliver the conference, and ASA staff who support sponsorship, programming, marketing and communication functions. The Deputy Conference Chair provides a complementary perspective and backup to the Conference Chair. Many of the key decisions are made by an executive team of the Conference Chair, the Deputy Conference Chair, the conference manager, the CEO and the ASA Events and Sponsorship Manager.

The Conference Committee is comprised of representatives of the ASA's ten [special interest councils](#). The committee's role is to make decisions in relation to the scientific program and provide feedback and input on other aspects of the conference as required. Each committee member is also responsible for providing an effective communication channel between their respective council and the Conference Committee.

Time commitment

The Conference Chair is a voluntary role requiring a time commitment of approximately 2-3 hours per week. During peak periods (e.g., around symposium and abstract submission deadlines) time commitment may be higher.

Responsibilities

Scientific program

- Ensure all aspects of the scientific program reflect the values of the ASA's Diversity and inclusion policy, considering the diversity of membership and program topics that may have been under-represented in the recent past.
- Discuss strategic considerations on each year's conference program with the ASA and ANZSSA Boards.
- Set key dates in consultation with the conference manager and ASA staff
- Prepare a program sketch/template which outlines all sessions during the conference
- Arrange the call for proposals for international guest speakers for the following year and

facilitate the Conference Committee decision-making process

- Liaise with international guest speakers as required
- Assign a local host for each international speaker
- Review symposium submission instructions and submission form
- Review all symposium and abstract submissions with Conference Committee and council volunteers
- Contact the symposium submitters should any alterations or clarifications be required
- Review industry symposium submissions with Conference Committee
- Allocate symposiums to the program
- Allocate short courses to the program
- Review abstract submission instructions and forms – general and Advanced Trainee
- Ensure sufficient abstract reviewers from Conference Committee nominations
- Ensure all conflicts of interest with reviewers are managed appropriately and abstracts are allocated to reviewers according to area of expertise and conflicts of interest
- In consultation with the executive team, allocate abstracts to oral, poster presentation or poster only session depending on reviewer scores and diversity of the program
- Compile a list of potential chairpersons for each oral and poster discussion session. Check conflicts.
- Review chairperson guidelines
- Review and approve (or otherwise) any changes to presenters once symposia/abstracts are allocated
- Liaise with The Conference Company in relation to venue room requirements.

Finance

- Detailed review of conference budget prior to approval by the ASA and ANZSSA boards.
- Decide on allocation of speaker funding for symposia in consultation with the executive team
- Review Student Travel awards, in particular eligibility.
- Review regular reporting on the progress of the conference budget from the conference manager and ASA CEO.

Meetings

- Chair monthly meetings of the Conference Committee
- Ensure new Conference Committee members are inducted so they have a good understanding of their responsibilities
- Set the agenda
- Follow up on action items
- Attend ASA Board meetings and report on progress around conference

During conference

- Meet with sponsors and exhibitors
- Be on hand to deal with issues and make decisions as required
- Meet with as many delegates as possible
- Welcome delegates and promote sessions at welcome drinks
- Attend industry and/or other social functions as required.

Other

- Ensure clear communication of expectations with the conference manager and ASA staff
- Ensure timelines are adhered to throughout the conference preparation process

- Troubleshoot issues or problems in consultation with the executive team
- Identify 'hot topics' for potential media exposure in consultation with the executive team
- Prepare scoring sheets for poster presentations
- Review conference app
- Review artwork for website, app, or publications as required
- Review delegate feedback and make recommendations for improvements to Conference Committee / ASA and ANZSSA boards