

# Physiotherapy Conference 2020: Programme Committee

## Terms of Reference

### Purpose

To develop an exciting and innovative scientific programme for Physiotherapy Conference 2020, as well as pre- and post-conference workshops.

### Duties and Responsibilities / Functions

To work with the PNZ Professional Advisor and Conference Organiser to develop an exciting and innovative programme of scientific and professional presentations and workshops, for the three-day conference and associated workshops.

To do this, the committee will:

- Input into the programme theme for the conference
- Identify, and select speakers and workshop presenters for the conference
- Determine and develop the programme of pre- and post-conference workshops
- Identify, and select presenters for pre- and post-conference workshops
- Participate in the review of abstracts submitted, assist with revision and select abstracts for presentation at the conference

### Process

- The committee will undertake its work through telephone / video / web-based conferencing facility, email and face to face meetings.
- Review of abstracts will be undertaken online (using online abstract reviewing platform).
- The committee may assign tasks to one or more members for completion and then report back to the full committee.
- The workload involved for members will vary over time. It is anticipated that the highest workload will occur through the abstract review period. (This is likely to be during April and May, 2020).
- PNZ and the committee will call upon PNZ members, Special Interest Groups, Branches, Tae Ora Tinana, and other relevant groups for suggestions regarding possible speakers and workshop presenters. Committee members will also identify a range of suitable speakers and workshop presenters, as needed.
- The committee will select key note speakers, invited speakers, and workshop presenters from those suggested and identified.
- Committee members will individually review a portion of the submitted abstracts.
- The committee as a whole, in partnership with relevant PNZ staff members, will determine which abstracts to accept.
- The committee as a whole, in partnership with relevant PNZ staff members, will develop the programme for the conference (including a range of session formats, such as plenary sessions, main and abstract presentations, embedded workshops, and any panel discussions), and for the pre- and post-conference workshops.
- PNZ Office staff reserve the right to take account of strategic considerations and budgetary constraints, among other things, when considering the recommendations made by the committee.
- The committee will contribute to the evaluation of the 2020 Conference.

### Secretariat and meetings

Meetings will occur via telephone-, video-, and web-based conferences. The frequency of meetings will be as required. Committee members will be required to participate in the majority of meetings. There will also be 2 face-to-face meetings of the committee.

- The majority of current members of the committee shall be a quorum.
- The Professional Advisor from PNZ Office staff will be the Chair of committee.
- Secretariat support will be provided by PNZ Office staff and the conference organiser.

### Composition and membership

The committee will consist of 5 – 7 members from across a variety of PNZ Special Interest Groups. Expressions of interest will be sought from PNZ members.

Members will be selected for their:

- Engagement with current research literature, knowledge of a broad range of current researchers, leading evidence-based practitioners, and a knowledge and understanding of the wider health sector.
- Experience of reviewing and appraising abstracts/literature.
- Ability and willingness to work collaboratively and strategically to achieve the purpose of the group.
- Members must have the availability and time to participate in email discussion and meetings, undertake the review of abstracts, and engage in the group's work.
- Members must also have access to a computer, and access to the internet.
- Note that additional abstract reviewers will be called on.

### Costs

The costs incurred to attend a face to face meeting will be reimbursed (e.g. travel, accommodation, and meals). No fees for meeting attendance or fulfilling the duties and responsibilities of the Committee will be paid.

### Recognition

In appreciation of the time commitment made by the permanent members of the Committee, each will receive a complimentary three day pass to the 2020 Conference.

### Appointment

The term of appointment to the committee will be from establishment, until the end of the Conference evaluation period in 2020.