

## **NPWH Conference Planning Committee**

The NPWH Conference Planning Committee is responsible for developing the education content for the annual premier women's health conference. The committee identifies topics for the program and selects speakers within priorities identified by NPWH.

The committee has approximately 9 members, including a volunteer chair, host committee representative (from the host city/state), NPWH Board liaison and volunteers from the NPWH Membership. Those interested in serving will be asked to [submit an application](#) and CV or resume. Appointment to the committee is by the Chair of the BOD in consultation with the CEO and Director of Education.

### **Desirable attributes for conference planning committee members:**

1. Have a broad network of contacts
2. Be knowledgeable about clinical practice – current trends and issues
3. Know current research and education trends;
4. Have time management, program planning and organizational skills
5. Attended at least one NPWH Annual Convention in the last five years. (Ideally conference planning committee members will have attended the conference in the year preceding their term).

### **Roles and Responsibilities of the Conference Planning Committee:**

1. Develops convention goals and outcomes
2. Consult on program design
3. Selects topics for presentations
4. Invite speakers for pre-convention workshops, plenary sessions, breakout sessions and workshops.
5. Serve onsite during the conference, providing assistance to attendees, moderating sessions and troubleshooting issues as they arise.

### **Time Commitment and Expectations**

The planning committee will begin meeting in January 2021 with the goal of having the program complete by the end of April. However, we ask for volunteers to be available through June 2021.

1. Conference planning committee members will attend an initial kickoff meeting.
2. Attend planning teleconferences that will be held weekly for one hour at the discretion of the chair.
3. Complete duties as assigned – identifying speakers and topics, inviting speakers and scoring clinical topic abstracts.
4. Committee members are expected to fully participate in the work of the committee including attendance at the teleconferences. If circumstances change that preclude a committee member from fully participating in the work of the committee their role may need to be re-evaluated.