2021 Conference Program Committee

Purpose: Oversee the selection of the conference sessions.

Terms of Reference:

Committee will:
- Review all session submissions
- Use the criteria to select the final lineup of the sessions

Members, Roles and Responsibilities:

This committee is made up of staff from CASC Member Organizations who support CASC, its Annual Conference and Informal Science Engagement.

Committee Chair
- Ensure the sessions are in line with CASC's mission, mandate and conference message
- Lead the review process of the session proposals
- Report back to the Conference Steering Committee
- Contribute to the overall conference schedule

Session Review Panel
- Review session proposals
- Evaluate sessions using the assessment matrix
- Act as a "mentor" to assist session proponents with tailoring their presentation as directed by the committee.

Term/Timelines:

3-month term: March through May.

Meetings & Communication:

March: Two (1 hour) meetings as follows:
1. Introductions and conference details
2. Discuss the session evaluation matrix and coordinate group

April: Three (1 hour) meetings as follows:
1. Meeting with small groups to provide individual feedback
2. Go over group feedback and final session selection
3. Finalize any details and review session lineup

May: Committee members may be asked to act as a "mentor" to assist session proponents with tailoring their presentation as directed by the committee.

All meetings will take place on Zoom and will be scheduled using Doodle Poll.

Email, Google Drive, sheets, docs will be used to communicate among committee members.

Attending the Conference:

It is not mandatory for all committee members to attend the conference. Those who do attend the conference will receive a discount on their registration registration fee.