

IFT Annual Meeting Scientific Program Key Focus Areas & Core Sciences

Track Subpanel Member Responsibilities

IFT organizes the Scientific Program sessions and technical research papers around six key focus areas and four core sciences. Below is a high level description of the responsibilities of subpanel members and the approximate time commitment involved with this volunteer role.

Track subpanels will:

- Work to promote topical priorities and help facilitate collaboration among division and member submissions. In so doing, reduce duplication of content.
- Promote and communicate the track topical priorities to related division leaders and IFT members.
- Proactively identify leading researchers and professionals to submit session proposals.
- Serve as the review body for session proposals related to the subpanel's track.
- Oversee the integration of key focus area/core science technical oral and poster sessions. Subpanels will decide if a technical oral session is offered as part of the track allotment.
- Join the IFT online Community group related to the track to engage additional member input. Provide content expertise to questions, ask questions of your own and help further the dialog around the track content area.
- Develop programming (as needed) to fill gaps in topical priority areas if not received from the open Call for Session Proposals (i.e., general sessions, late breaking sessions and other programming.)
- Set the focus and direction for each key focus area/core science by discussing and prioritizing topics to be presented at the following year's meeting (for promotion in Call for Session Proposals.)
- Be represented on the Annual Meeting Scientific Program Advisory Panel (AMSPAP) by the subpanel chair.
- Serve one year appointments approved by the Office of the President. Members may be reappointed annually up to three years.
- From time to time, there may be other IFT projects related to the focus of the subpanel that may be presented to the subpanel for input. Engagement in these non-Annual Meeting activities is optional.

Time Commitment:

No travel is needed for this volunteer position. There will be several conference calls from September through May as outlined below:

- There will be a one-hour conference call in September to discuss topical priorities within each key issue and core science.
- Between late November and January the subpanel members will be requested to review the session proposals submitted to a particular key issue/ core science area. A

conference call will be held to discuss everyone's feedback and identify sessions for the 2013 schedule.

- Additional calls may be held in between February – June to discuss other activities, review progress of accepted sessions and identify/develop any needed late breaking session.

Conference Call Time Commitment: Ranges from 5-10 hours for the year

Session Proposal Review: Ranges by track depending on number of submissions.

Approximately 2 – 8 hours.

While planning for the 2012 Annual Meeting Scientific Program most subpanels averaged a total of five conference calls.