

Terms of Reference for the Scientific Committee as part of the project team to prepare the 4th European Congress on Physiotherapy Education 2016

Purpose

The Scientific Committee is responsible for the scientific programme delivered at the 4th European Congress on Physiotherapy Education. The committee members will be proposed by the CSP and reviewed and approved by ER-WCPT. The rationale for this is to ensure the committee meets the level of European coverage set out by ER-WCPT

1. Remit

- To develop the scientific programme
- To consider the learning/feedback from the Education Congress 2012 in Vienna
- To develop the abstract handling process including identifying abstract reviewers
- To identify and suggest keynote speakers and negotiate terms of attendance (travel, accommodation)
- To select presentations, organise workshops and provide opportunity for discussion amongst delegates
- To develop a programme that reflects the suggested themes by choosing a variety of session formats
- To develop a plan for the poster exhibition (grouped by themes)
- To edit the book of abstracts prior to publication
- To ensure a variety of learning methods is available during the congress
- To consider mentoring for novice researchers submitting abstracts
- To ensure the programme reflects the needs for the different delegate groups (students, associates, educators etc)
- To include virtual learning opportunities prior and after the congress
- To define intended learning purpose and learning outcome for each session

2. Accountability

The ER-WCPT Executive Committee (EC) nominates the chair of the Scientific Committee following a proposal submitted by the CSP. The final decision on the programme and keynote speakers will be made by the ER-WCPT EC based on recommendations of the scientific committee (giving consideration to budgetary constraints).

By decision of the ER-WCPT EC, the Scientific Committee may include representatives of the organisations that are cooperating in the event and/or can appoint (2) advisors to the Scientific Committee.

After each meeting of the Scientific Committee a report would be sent to the ER-WCPT General Secretary.

3. Committee membership

Area of expertise/role	Name	Comments
Member from a research/ educational background with relevant international experience and/or presenting at international conferences		
Member from a research/clinical practice background with relevant international experience and/or presenting at international conferences		
Member with experience in scientific programme planning at international or national level		
Member with peer reviewed presentations and publication track record		
Member with e-learning experience		
Representative from the CSP Programme Development Group		
Member of the ER-WCPT Executive Committee (or a person appointed by the EC)		
Advisers appointed by the Scientific Committee		
Events manager	Steve Mann	
Project manager	Birgit Mueller-Winkler	

4. Project organisation



5. Joint responsibilities with the Organising Committee

- Ensure joint programme development covering organisational and scientific aspects
- Ensure programme developed and formats decided by the Scientific Committee align with the facilities available
- Announcement of the congress and call for papers
- Documentation and congress logistics
- Ensuring congress webpage is updated as soon as new information becomes available
- Ensure programme is clearly arranged and easy to navigate for delegates
- Present an evaluation report to the host association and the ER-WCPT EC three months after the congress at the latest

6. **Quorum** – 4 persons

7. Term of office

Members of the Scientific Committee will continue serving in their role until the evaluation of the congress has been conducted, i.e. Spring 2017

8. Frequency of meetings

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The Scientific Committee will meet 1-2 times per quarter, depending on the issues identified for forthcoming weeks. Meetings may be also organised as telephone/videoconferences. The frequency might be subject to change as the project progresses

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