**Cell Bio Meeting Program Committee Charter**

**TYPE OF COMMITTEE:** Standing

**PURPOSE:**

The Program Committee is responsible for the development of the scientific portion of the ASCB and EMBO Cell Bio Meeting Program. They are responsible for thoughtfully including diversity, equity and inclusion in the selection process. The committee is responsible for the selection of the Keynote Speaker, Symposia Topics and Speakers, and Workshop Topics and Speakers. The committee also reviews the applications for the Minisymposia Co-Chairs and the Special Interest Subgroup sessions. It is guided by the seven scientific meeting tracks.

**COMMITTEE MEMBERSHIP:**

- Ideal Size: 2 co-chairs, one selected by ASCB and one selected by EMBO. 14 members, two per scientific meeting track.
- Term Length: 1 year for co-chairs. 2 years for committee members with one member under each track rotating off each year.
- Average Time Commitment: ~18-20 hours/year including conference calls, additional speaker research, and application reviews.
- Membership Type(s): ASCB Regular Members and EMBO Members
- Approval Process: Potential members can apply to serve on the committee through an open call issued by ASCB and EMBO. Potential members have the opportunity to indicate if they would be willing to serve as a chair. The ASCB President-elect identifies a co-chair for ASCB. The director of EMBO identifies a co-chair for EMBO. Once the chairs are identified, they will select seven members for the committee, one for each track to replace the member rotating off. Co-chairs are approved by Council and members are approved by the Executive Committee.
- Member Expertise: Committee members are expected to have the ability to suggest speakers, do thorough reviews of expected speakers, while keeping in mind diversity, equity and inclusion. They should be experts in the scientific track for which they are selected to serve.

**RESPONSIBILITIES AND DELIVERABLES:**

- Craft a prioritized list of Symposia topics and speakers, and workshop topics and speakers. This will require research to be conducted to select the best and most diverse speakers.
- Work with the other track chair to select Minisymposia co-chairs within their scientific track from applicants by May. The application deadline will be around April 15. The demographics for the co-chairs should meet the requirements set by Council. The minisymposia co-chairs will review and score the abstracts in August of 2022 and 2023.

In addition to the responsibilities above, the Program Committee Co-Chairs will work with the incoming ASCB President to:

- Review the other applications to the meeting.
- The open call occurs in January/February of the year prior to the meeting. See “Application Process” below. Co-chairs are approved by Council. Full membership is approved by the Executive Committee.
- Member Expertise: Committee members are expected to have the ability to suggest speakers, do thorough reviews of expected speakers, while keeping in mind diversity, equity and inclusion. They should be experts in the scientific track for which they are selected to serve.

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Finalize selections for the Program based on the scientific tracks and the demographics requirements set by Council.

Review Special Interest Subgroup applications and schedule them to minimize topic conflict.

Schedule the Minisymposia sessions in late August/early September to minimize conflicts and ensure appropriate room sizes based on topic popularity.

Select a Porter Lecturer to be approved by the Porter Foundation.

Note: The chairs will not review the applications for minisymposia co-chairs but will oversee the process, provide guidance, and ensure the members of the Program Committee ensuring diversity in their selections.

The draft program of Symposia and workshop topics and speakers will be presented by the 2022 and 2023 ASCB President at the December ASCB Council meetings the year prior to the meeting year for approval.

MEETINGS:

Members participate in one 1-hour and two 2-hour conference calls over the summer and early fall.

APPLICATION PROCESS:

All applicants are required to login with their ASCB account, and will need to create one if they do not have one already.

Once you are logged in, applicants must:

Select their career level.

Select their primary and secondary (optional) scientific track(s).

List their primary research area(s) - up to 100 characters.

Insert the link to your lab website.

Provide a summary of their research and highlight their accomplishments over the last five years.

Explain why they wish to serve on the 2022 and 2023 Cell Bio Program Committee. Please indicate if they wish to be considered for the Program Committee Chair position.

Submit a statement explaining your contributions to diversity, equity, and inclusion.

Indicate if they are an underrepresented minority as defined by the NIH (optional, can select "prefer not to answer").

Describe their gender identity (optional, can select "prefer not to answer").