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ASSEMBLY PROGRAM COMMITTEE: ROLE AND RESPONSIBILITIES

The Purpose of the Assembly Program Committees is to plan and program the Assembly's sessions for the International Conference.

The Program Committee consists of a Chair and approximately 15-25 members. All members must complete an ATS faculty disclosure document online and relationships must be reviewed and conflicts resolved. Generally, the Program Committee members tend to be comprised of a mix of junior and senior members of the Assembly, who wish to become more involved in the activities of the Assembly and the International Conference. It is acceptable to appoint industry-employed ATS members to the Program Committee. These members are expected to recuse themselves from review of any proposal or abstract where the topic relates to the business lines and products of their employer.

The Program Committee Chair-elects are elected via the ATS website by ATS Assembly members and announced at the Membership Meeting in May. The candidates are selected by the Assembly's Nominating Committee. The candidates must have completed an ATS faculty disclosure document online and relationships must be reviewed and conflicts resolved. The Program Committee Chair-elect automatically transitions to the Assembly Program Committee Chair for the following term (one year).

Assembly Program Committee Chair and Chair - Elect must be members of the American Thoracic Society. Assembly Program Committee Chair and Chair-Elect must be primary members of the Assembly for which they serve.

The Assembly Program Committees meet once a year at the ATS International Conference.

Programming of Assembly sessions include:

- Scientific Symposium
- Clinical Topics in Pulmonary Medicine Track
- Critical Care Track

- Workshop
- Sunrise Seminar
- Meet the Professor Seminar
- Thematic Seminar Series
- Postgraduate Course
- Evening Postgraduate Seminar

Assembly Program Committees also review abstracts submitted to their Assembly, and may be asked to help program acceptable abstracts into the following formats:

- Mini Symposium
- Poster Discussion Session
- Thematic Poster Session

Program Committee Members

- Members are appointed by the Program Committee Chair-Elect
- The number of members appointed may be decided by the Chair-Elect based on the numbers of programs and abstracts to be reviewed. However, a Program Committee should not exceed more than 30 members.
 - Should a Chair-Elect feel that more than 30 members are warranted, the Chair-Elect should contact the ATS staff to discuss need and agree on the final number of members
 - This will only be approved on a case by case basis and will not set the standard but be the exception
- Appointing members from outside the U.S. and Canada should also be considered
- In rare cases a member of the Program Committee may be added who is not a member of the American Thoracic Society.
 - In this case, the Program Committee Chair will be required to provide to the ATS staff a brief justification describing why the individual's expertise is essential to the committee.
 - This will only be approved on a case by case basis and will not set the standard but be the exception.
- It is suggested that members serve on the Program Committee for 3 consecutive years
- Rotation of the members should be staggered so that only about one-third of the Committee is made up of new members

- It is suggested that the outgoing Program Committee Chair be appointed as a member to the new Program Committee for continuity

For more information on the ATS Program Committees or to discuss departures from the above criteria, please contact Fran Comi at fcomi@thoracic.org.