

PDD - 304 : Chair, Technical Program

27-Jan-19

Position Description:

The Technical Program Committee Chair is the leader of the International Symposium Technical Program Committee. Primary responsibility is to oversee the content of the International Symposium for a given year. Ideally, the Chair will serve as Deputy Chair the year prior to his/her Symposium, shifting to the Chair position for the following year.

Responsibilities:

- Interfaces with the AD Events on strategic direction for the International Symposium
- Organizes and oversees the Technical Program Committee, including the AD for Technical Review, the AD Technical Events, and others as appropriate
- Provides final decisions to the AD Technical Review on acceptance or rejection of Symposium submissions
- Creates the technical program for the Symposium
- Recruits and organizes the Session Chairs for the Symposium
- Oversees the Speaker Breakfast and coordination with speakers and session chairs during the Symposium

Authority:

- Chairs the Technical Program Committee

Accountability:

As stipulated in EVT-101

Required Skills:

- Strong organizational skills
- Strong oral and written communication skills
- Able to communicate effectively across international and cultural boundaries
- Experience in technical content review

Level of Effort