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