

Program Theme Committee Terms of Reference

Updated	20 January 2025
Purpose	Outline the roles and responsibilities of the Program Theme Committee for the Australasian HIV&AIDS and Australasian Sexual and Reproductive Health Conferences

ABOUT ASHM

ASHM is a peak organisation of health professionals in Australia and New Zealand who work in HIV, viral hepatitis, other BBVs and sexually transmissible infections. ASHM draws on its experience and expertise to support the health workforce and to contribute to the sector, domestically and internationally. ASHM is a professional, not-for-profit, member-based organisation. It supports its members, sector partners and collaborators to generate knowledge and action in clinical management and research, education, policy and advocacy in Australasia and internationally. It is committed to quality improvement, and its products and services are sought after by governments, members, health care workers and affected people. ASHM's dedicated membership, high-calibre staff and commitment to partnership assure its effectiveness in achieving its mission.

COMMITTEE PURPOSE

The Program Committee is developed to represent the multidisciplinary audience attending the Australasian HIV&AIDS and Sexual and Reproductive Health Conferences and have extensive knowledge across the sector. All committee members are responsible for developing content in their area of expertise. ASHM ensures gender balance is present within the committees.

MEETINGS

The Theme Committees are self-managed. ASHM will assist with setting up 2 x meetings for the committee to start discussions about the invited speaker sessions and then the Theme committee will be directed by the Theme co-chairs. The majority of the session development may occur via email.

ASHM will then arrange the abstract allocation program builds which will be approximately 2 x 3-hour meetings. ASHM will provide the secretariat services for the abstract program build meetings.

EXPECTATIONS & RESPONSIBILITIES

Programming & Speakers

- Recommend topics and speakers to be included in the program
- Take part in the voting process for topics and speakers
- Plan sessions – learning objectives, speakers and chairs
- Participate in the abstract review process
- Participate in the theme program builds
- Suggest chairs for program sessions

Program Theme Committee Terms of Reference

Marketing

- Assist with promotion of the conference via own networks and channels including promotion of abstract submission and scholarship opportunities
- Provide suggestions and contacts for local organisations that may assist with the promotion of the conference
- Review conference program to identify sessions, topics and speakers of interest that should be highlighted and provide information on the relevance or significance of the topic, session or speaker

BENEFITS

Committee members participate in the Committee on a voluntary basis. No sitting fees are provided. Committee members will receive:

- Acknowledgement as a member of the Program Committee
- Your name, photo and affiliation and acknowledgement of your contribution included on the conference website
- Opportunity for exposure and networking
- Ability to shape key topics and content within the conference
- Build your profile, develop professional relationships and strengthen ties within the sector
- Contribute to the innovation, inclusivity and best practices to improve health outcomes in our communities
- Complimentary registration

EXECUTED AS AN AGREEMENT

I agree to participate in the Program Committee in line with the responsibilities set by ASHM. I agree to advise as soon as possible of any leave periods that will mean tasks cannot be completed in time and make alternative arrangements.

Signed:

Name

Date

Signature of Committee Member