

HIMAA CONFERENCE COMMITTEE

ROLES AND RESPONSIBILITIES



Role: Scientific Chair Functions (2 positions)

1. OVERVIEW OF THE ROLE

Two appointments will be made to the shared role of Scientific Committee Chair.

- (i) A Senior practicing Academic with experience in health information research.
- (ii) A Senior Health Information Manager with extensive industry and professional knowledge.

This conjoint role is responsible for the academic content and rigor of the conference. This includes the delivery of a relevant and contemporary program and the publication of high-quality proceedings.

2. RESPONSIBILITIES:

In addition to the functions as a member of the Conference Committee, the Scientific Committee Chairs will undertake the following functions.

Prior to Call For Submissions

1. Draft the Call for Submissions (“the Call”);
2. Draft the abstract, research paper, workshop, and poster templates;
3. Obtain Research Advisory Committee input into the theme and topics;
4. Form the Scientific Committee, including receiving feedback from the Conference Committee about the proposed Scientific Committee, and distributing invitations to potential members;
5. Circulate the Call to the Conference Committee for input, and then finalise the Call for publication;
6. Communicate with past presenters to generate quotes for the Marketing and Events Manager to use in promotional materials;
7. Develop Scientific Committee Chair’s resources for the Marketing and Events Manager to use in promotional materials (for example, Top 3 reasons to submit an abstract, Top 5 reasons to attend the conference);
8. Promote the Call on social media, and direct target people to make a submission;
9. Respond to enquiries about the Call;
10. Assist with testing the portal;
11. In conjunction with the Marketing and Events Manager and the Conference Committee Chair, monitor the number of submissions received, and collaborate on decisions regarding extensions (individual or whole of conference);
12. Develop and manage the reviewer guide, including obtaining feedback from all stakeholders.

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During Paper Review and Selection

1. Allocate submissions to the Scientific Committee, considering areas of expertise and potential Conflicts of Interest (COI), ensuring each paper has three reviewers plus the Scientific Committee Chairs (or the Conference Committee Chair where the Academic or Industry Chair has a COI);
2. Organise and deliver a moderation session for all new reviewers and any past reviewers who want a refresher;
3. Undertake individual moderation as requested;
4. Undertake statistical analysis of reviewer scores, and seek further review for any submissions where the highest and lowest reviews vary by more than 30%;
5. Draft the conference timetable in preparation for the selection meeting;
6. Draft feedback to all authors, including revisions required for accepted submissions, suggested revisions to rejected submissions invited to submit a poster, and reason why a submission is rejected and not invited for poster submission.

Prior to the Conference

1. Review all papers and abstracts resubmitted with corrections based on reviewer feedback, and notify authors of acceptance or further revision;
2. Format all submissions in preparation for compiling the proceedings;
3. Develop all the front matter for the proceedings;
4. Obtain the ISBN for the proceedings;
5. Distribute all documentation to the publisher for the proceedings;
6. Review and approve the finalised proceedings prior to release, and then ensure the proceedings are made available electronically prior to the conference;
7. Thank Scientific Committee for their contribution and obtain feedback on how the scientific process can be improved for the following year;
8. Organise and coordinate any awards, including voting;
9. Ensure guidelines are distributed about oral and workshop presentations, session chairing, and scoring of any awards.

During and after the Conference

1. Ensure PowerPoint presentations are uploaded before a session starts;
2. Ensure session chairs are present and aware of their responsibilities;
3. Chair at least one session;
4. Facilitate sessions that include polling or electronic Question and Answer using the conference application;
5. Oversee any award judging process;
6. Present any research awards at the conference dinner
7. Ensure all PowerPoint presentations are uploaded to the HIMAA website.

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3. APPOINTMENTS

The following individual is appointed to the Scientific Committee Chair, Industry - position

Name	Title	Signature	Date