

ASPA Scientific Program Committee

Terms of Reference (TOR)

1. Relationship to other committees

The ASPA Scientific Program Committee will collaborate and share with other committees in the society to establish strategies to recruit and retain members. The Organisational Structure of ASPA is outlined in Figure 1/Appendix 1.

2. General purpose

The Scientific Program Committee provides advice to, oversees and leads the ASPA Executive Committee (EC) activities related to:

- Organisation of the program for the annual ASPA conference (this includes, for example, number of parallel streams, different types of presentations, total number of presentations, grouping of presentations in sessions according to different themes)
 - Call for Abstracts and Symposia
 - Review and acceptance/rejection of abstracts
 - Identifying, contacting and confirming of keynotes and panels
 - Confirmation of oral / poster selection and final program
 - Provide ongoing input into the development and operation of the abstracts review system
 - Manage the awards related to conference activity
- The Scientific Program Committee will develop an annual work plan and implement strategies endorsed by the ASPA EC to achieve this purpose.

3. Composition and form of recruitment

The Scientific Program Committee will be chaired by members of the EC. The Co-Chairs will be supported by between two to five volunteers. The Scientific Program Committee shall consist of:

- Two Co-Chairs
- Up to 5 committee members, who may or may not be EC members

All Scientific Program Committee members must be ASPA members. All members will be offered free registration during the conference.

Terms shall be for an initial period of 2-3 years, with a preference for members to step down after this period. If no new nominees are received, previous members can nominate to extend their position by another term. It is important that renewal of Committees is staggered to prevent a loss of all members at the same time.

A call for nominations to the positions of Chairs and committee members will be made every 3-4 years, or when a vacancy becomes available. This will be done

via a call for Expressions of Interest distributed to members via email. Expressions of Interest should include a brief (one paragraph) biography. Positions will be appointed through negotiation with the EC, or in cases where there are more nominees than positions, a confidential ballot will finalise appointments.

The following processes will be adhered to:

- If additional members are required, a call for new members for individual Committee roles will be issued.
- When actively recruiting new members for the Scientific Program Committee, representation across Australasia will be encouraged.
- New Committee members will be asked to declare any conflicts of interest and manage accordingly.
- A maximum of two persons per institute/organisation/agency will be allowed to become members of the Scientific Program Committee.
- For active recruitment, the Co-Chairs will encourage colleagues to submit an EOI and the most appropriate appointment based upon experience and geographical representation will be made.
- If individual(s) express interest in joining the Scientific Program Committee (at a time when there is no active recruitment) the Co-Chairs will review their application/request and be appointed, rejected, or sent to a vote as per the discretion of the Committee Chairs.

Contributions of Scientific Program Committee members who have served terms for a minimum of one year should be recognised at the end of their term by an email from the ASPA President acknowledging their contribution.

4. Mode of operation, communication and decision-making process

- The Scientific Program Committee will meet on a monthly basis. Committee meetings will be chaired by the one of Committee Co-Chairs and will be hosted via an accessible videoconferencing platform.
- Committee members will be required to nominate agenda items in advance of scheduled meetings.
- An agenda will be sent to committee members in the week before the meeting and meeting minutes will be taken by a member on a rotating roster basis.
- Each meeting should begin with an acknowledgement of country
- During the Committee meeting, one of the Chairs of the Committee will ask members to declare any conflicts of interest relating to agenda items* and will provide an update from the most recent EC meeting
- The committee will present the preferred options for discussion at the EC

5. Duties of the Chairs and Committee members

Importantly, all committee members are expected to actively participate. They are expected to attend meetings, and to contribute to the tasks of the committee.

a. Co-Chairs

- Represent membership on the EC
- Coordinate and monitor membership, including the committee members and their activities

b. Scientific Program Committee members

The Scientific Program Committee Chairs and members will be responsible for organising the annual ASPA conference-related activities. This includes (but is not limited to):

- Selecting conference venue(s), keynotes, conference format, topics, themes, and reviewing abstract submissions and conference awards.
- Linking with communications committee to promote conference attendance.

6. Short term goals (2020)

- Plan the first annual meeting of 2021: Hybrid in-person/online conference organised simultaneously into 3 smaller satellite venues (e.g., Auckland, Melbourne, and Newcastle), with a potential delegate target of 30-50 per venue. Each venue having a guest speaker, posters and panel discussion that will be broadcasted to all other venues (all activities [except posters] will be consecutive, no parallel sessions). Those unable to attend satellite venues will be able to join online from anywhere in Australasia. The event will go for no longer than a single day and will take into account time-zone differences as much as possible. Each satellite venue will have a local leader to organise any logistical aspects. All abstract submissions will be for posters only (no oral presentations), posters will be displayed at the satellite venues and will be permanently available within the members area on the ASPA website. All speakers and panels will be by invitation only, and will aim to cover research, practice and policy angles to the topic being discussed.

Benefits:

- Reduces costs. Addresses budgetary concerns.
- Control measure to minimise the spread of COVID-19
- Likely to attract more attendees/delegates.
- Makes Abstract submissions more manageable.

- Increase membership. Encourage attendees to join Society

6. Long-term goals (2021- beyond)

- In person annual meeting
- Every other year to be delivered outside of Australia

Potential invited speakers

- Diversity in terms of gender, geographical location and speakers from outside academia (e.g., urban planning).
- Inviting key researchers from Australian, NZ and Asian universities to drive ASPA membership.
- Emphasis on mid-career researchers

*please refer to ASPA Constitution on managing COI

APPENDIX 1

ASPA Organisational Structure



Figure 1