

AFPC CPERC 2024 WORKING GROUP Terms of Reference

NAME OF COMMITTEE

Canadian Pharmacy Education and Research Conference (CPERC) 2024 Working Group

PURPOSE

To plan and coordinate the educational sessions for CPERC, being held in Québec City, June 11-14, 2023 at the Delta Québec Hotel. The education sessions will be held on June 12 & 13, and a post-CPERC symposium on June 14. CPERC 2024 is co-hosted by the Université de Montréal and Université Laval.

REPORTS TO

AFPC Council of Faculties. The AFPC Executive Director, on behalf of the working group, shall provide a written report in advance of the Council of Faculties' midyear (January 2024) and annual (June 2024) meetings.

CHAIR

The Co-chairs of the CPERC 2024 Working Group are Marie-Lawrence Tremblay, Laval, and Ema Ferreira, Montréal.

WORKING GROUP MEMBERS

The Co-chairs shall seek two additional members from both host universities. The AFPC Executive Director, as well as the Chairs of the AFPC Council of Faculties, Education Committee and Research Committee will also be members. Additional members should include one to two members of AFPC's Education Committee and a student representative from one or both host faculties. The working group should consist of between 10-12 members including the Chairs.

STAFF LIAISONS / SUPPORT PERSONS

AFPC Executive Director and Executive Assistant

RESPONSIBILITIES

Working Group Members

The Working Group will be responsible for planning and coordinating the educational program for CPERC 2024. Individual members may be assigned to lead specific components of the educational program, which include:

1. CPERC education sessions program

- work with the Executive Director to establish schedule for sessions (using established templates), including number of mini-sessions and AFPC Special Interest Group (SIG) education sessions.
- work with AFPC staff to develop CPERC program documents for website and marketing (e.g., see CPERC 2023 Winnipeg's [detailed program](#) document).

2. Plenary / Keynote sessions and Concurrent Sessions (non-abstract):

- identify topics and speakers for keynote and plenary sessions, with input from the Education Committee

- review requests for concurrent sessions that are not part of the abstract process
- work within allotted budget for speakers as advised by AFPC Executive Director
- invite speakers and inform them of what is covered (e.g., honorarium, travel, conference registration)
- request title and session overview from speakers
- if a moderator, prepare notes to introduce session/speaker (using general moderator notes prepared by staff)

3. Concurrent Mini-Sessions and Special Interest Group (SIG) sessions:

- two Working Group members to assist Education Committee in reviewing/ranking abstracts for oral presentations
- group abstracts into themes and determine schedule/format for presentation
- if a session moderator, prepare notes to introduce session/speakers (using general moderator notes prepared by staff)

4. Let's Chat sessions (if included in 2024):

- identify topics and table facilitators
- prepare format document for facilitators
- invite facilitators and request summary of session and key discussion questions

5. Research posters:

- NOTE: the AFPC Research Committee is responsible for reviewing/accepting poster abstracts and judging for the Whit Matthews best student posters during CPERC. The AFPC Education Committee is responsible for judging posters for the Educational Scholarship Poster Award.
- CPERC Working Group chairs to liaise with the Chair of the AFPC Research Committee to recommend which oral presentation abstracts that were not accepted as mini or SIG sessions should be considered for poster presentations.

6. Other:

- assess proposals for potential post-CPERC symposia, and recommend which proposals, if any, should be accepted
- review evaluation results from CPERC 2024 delegates
- assist in preparation of CPERC 2024 evaluation survey, using 2023 as a template
- support AFPC staff in promoting the conference to faculty members
- suggest potential sponsors.

AFPC Staff Liaisons / Support Persons

AFPC STAFF will be responsible for the logistics of CPERC 2024, including:

1. Budget, promotion and registration:

- prepare CPERC 2024 budget for Board approval, and monitor revenue and expenditures
- prepare sponsorship package and contact potential sponsors
- select/confirm vendor for CPERC registration, abstract, speaker portal and delegate app software
- select vendors for audiovisual and poster boards
- manage/monitor registration of delegates

- promote CPERC 2024 to AFPC members and non-members
- identify and assign 3-4 individuals to assist at the registration desk and poster setup

2. Confirm venue/hotel for CPERC 2024:

- manage RFP process for quotes on venue/hotel for CPERC and awards gala
- sign contract for bedrooms and meeting space
- monitor bedroom pickup rates

3. Liaise with venue manager for:

- food/beverage orders
- room setup, audiovisual needs and poster boards
- logistics for awards banquet
- meeting room space for auxiliary meetings (e.g., Board, Councils, AFPC committees/SIGs, stakeholder joint officers)

4. Manage virtual speaker & delegates portals and presentation logistics:

- set up schedule in portal and add session information and abstracts
- develop guide for speakers to upload add their slides (PPTX for presentation and PDF for delegates), photo, bio and other documents
- request presentation requirements from speakers and ensure speakers have entered their information into the virtual portal
- organize and provide PowerPoint slides to AV team for each speaker
- assign session moderators and prepare general moderator notes to introduce sessions/speakers

5. Coordinate process for abstracts:

- set up MyAbstract (MyA) software for abstract submission, peer review, acceptance, etc.
- issue call for abstracts for posters, oral mini sessions and oral Special Interest Group (SIG) sessions in fall 2023, with deadline for submission of January 15, 2024, and notification of accepted abstracts by April 1, 2024.
- send abstracts for oral mini and SIG sessions presentations to Education Committee and two Working Group members to review and rank using MyA
- send abstracts for poster presentations to Chair of Research Committee for peer review using MyA
- confirm with Research Committee Chair which oral abstracts that were not accepted for SIG or mini sessions will be offered to present a poster
- contact all abstract submitters regarding acceptance/rejection
- contact concurrent mini-session and SIG presenters to schedule presentation time and provide details on presentation format
- provide poster presenters with logistics regarding poster sessions, eligibility for awards and uploading PDFs of their posters to MyA.
- prepare abstracts booklet, which includes all the oral and poster abstracts to be presented in 3 categories (for publication as a supplement in the *Canadian Pharmacists Journal*).

6. Develop and update conference materials, including:

- website documents and marketing materials, (e.g., program-at-a-glance and detailed program, sponsor video)
- printed CPERC program-at-a-glance and awards gala program
- signage and on-site materials
- speaker agreements
- inform CPERC delegates of availability of virtual portal (e.g., poster and session abstracts, slide presentation PDFs, speakers' bios)

7. Manage the logistics for the Awards Gala Banquet, in collaboration with the Chair of the Awards Committee, including:

- issue call for awards and promote to faculties
- inform award winners and nominees who were not successful
- prepare awards booklet of winners with bio/photo, and slide presentation / script for gala
- manage food/beverage orders
- invite award winners to present a poster of their research/innovation.

TERMS OF OFFICE

Working group members will be appointed on an annual basis, from fall 2023, and shall serve until September 2024.

FREQUENCY OF MEETINGS

The working group shall convene at the call of the Chair and will meet by virtual meeting as often as required. Business of the working group may also be conducted by e-mail. The working group may choose to meet face-to-face at CPERC 2024.

QUORUM

Quorum will consist of 50% of working group members.

VOTING

Working group decisions will normally be made by consensus. If a vote is required, the decision will be made by a simple majority. In the case of a tie, the Chair will cast the deciding vote.

OPERATING BUDGET

Funds are provided to cover the cost of meetings. Additional funds must be requested through the annual operating budget process.

AFPC does not cover travel expenses or conference registration for any CPERC Working Group members. However, there are two exceptions: 1) the student member(s) of the WG will be provided with complimentary conference registration at the student rate; 2) two nights hotel stay will be considered for the uLaval Chair of the WG if the Chair's faculty will not cover the costs and daily travel to the hotel will be a challenge given the long days.