

## Conference Technical Committee TOR

### Purpose

To serve on an IChemE conference technical committee

### RASCI Matrix

<u>R</u> esponsible	Commercial Panel
<u>A</u> ccountable	Head of Commercial
<u>S</u> upport	Commercial Team, Learned Society Team
<u>C</u> onsult	
<u>I</u> nformed	Stakeholders via IChemE website and email

### Duties

Ordinary committee members are required to:

- Identify key topics in relation to the conference scope
- Identify appropriate plenary speakers for the conference
- Review and provide feedback on abstracts/papers submitted for the conference
- Solicit abstracts/papers through their own professional network
- Raise awareness of sponsorship/exhibitor opportunities within their own professional network
- Advise IChemE staff on the future direction of the conference
- Attend the conference where possible and chair appropriate sessions

The Committee Chair is required to do all of the above and has overall technical oversight/authority on the technical content presented at the conference as part of the technical programme.

### Membership

Technical Committee members are appointed for a term of up to three conferences (not necessarily three years). Subject to approval by the Technical Committee Chair and Head of Commercial, their appointment can be extended for up to a further three conferences.

By exception, a Technical Committee member can continue to serve on a committee beyond this term on a conference-by-conference basis if no other suitably qualified expert in the subject matter can be identified.

The Chair of the Technical Committee will typically be appointed from within the existing Technical Committee for a period of up to three conferences. The outgoing Chair of the Technical Committee will typically be invited to continue serving on the Technical Committee for a further conference cycle, at the discretion of the incoming Chair and Head of Commercial.

Nominations for the post of Chair of the Technical Committee require approval by the Commercial Panel.

Ordinary Member applications are reviewed and approved/rejected by the Head of Commercial and Chair of the Technical Committee.

IChemE membership is not a prerequisite for being part of the Technical Committee but the Chair of the Technical Committee will typically be a Chartered Chemical Engineer/IChemE Fellow.

There is no maximum/minimum committee size – this will be reviewed at the start of each conference cycle to meet the needs of the conference.

## Meetings

The number of meetings required and format of each meeting is determined on an event by event basis at the start of the conference cycle.

Progress reports will be presented at each Commercial Panel meeting.