



JOB DESCRIPTION – CONGRESS PRESIDENT

- **Composes and Coordinates the LOC**
- **Creates the first Draft of the Scientific Programme together with the LOC and the Scientific Council – presented to EBMT Board**
- **Updates the changes of the Scientific Programme with the support of the EOB**
- **Suggest Social Programme Activities (Board Dinner, Welcome Reception, Networking Event etc.)**
- **Provide list of abstract reviewers with the EBMT President and EBMT Scientific Chair**
- **Recommend Local suppliers to the EXCOM**
- **Contact local sponsors to participate in the Industry Meeting**
- **With the support of the Executive Office propose sponsors opportunities to the local sponsors**
- **Validation of communication messages**
- **Identification of topics for mails shots and editorial opportunities for press releases**
- **National promotion among local professionals and centres**
- **Support from the Hospital Communication Unit**