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