



CONGRESS PRESIDENT: MAIN TASKS

- **Presents bid for hosting the EBMT Annual Meeting in collaboration with an appropriate venue and the city's Convention Bureau.**
- **Establishes and coordinates the Local Organizing Committee (LOC)**
- **Creates the first draft of the Scientific Programme together with the LOC and the Scientific Council – presented to EBMT Board**
- **Participates in the allocation of sessions to rooms, with the support of the Education and Events Department**
- **Acts as main contact person for any updates / changes to the Scientific Programme throughout the year, with final presentation of the programme at the October Board Meeting**
- **Suggests Social Programme venues / activities (Board Dinner, Welcome Reception, Networking Event etc.)**
- **Compiles list of abstract reviewers together with the EBMT President and EBMT Scientific Chair**
- **Participates in the Industry Meeting to evaluate and encourage Industry participation in the Meeting; contacts local sponsors to participate in the Industry Meeting**
- **Validates of communications with invited faculty, sponsors and abstract reviewers/submitters**
- **Identifies of topics for mails shots and editorial opportunities for press releases**
- **National promotion among local professionals and centres**
- **Arranges support from the Hospital Communication Unit for local promotion**