



## **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