



Annual Meeting of the EBMT CONGRESS PRESIDENT: MAIN TASKS

- Presents bid for hosting the Annual Meeting of the EBMT in collaboration with an appropriate venue and the city's Convention Bureau
- Establishes and coordinates the Local Organising Committee (LOC)
- Drafts the Welcome Letter, a text used to promote the Annual Meeting of the EBMT
- Creates the first draft of the Scientific Programme together with the LOC, which is presented to the EBMT Board in the June Board meeting
- Participates in the allocation of sessions to rooms, with the support of the EBMT President and the Annual Meeting Scientific Coordinator (part of the Education and Events Department)
- Participates in the review and allocation of abstracts, and presents the proposed oral sessions for approval at the January Board meeting
- Acts as main contact person for any updates/changes to the Scientific Programme throughout the year, and presents the final presentation of the programme at the October Board meeting
- Participates in the Industry Meeting to evaluate and encourage industry participation in the Annual Meeting
- Contacts local sponsors to support the Annual Meeting
- Suggests legacy projects
- Suggests Social Programme venues (Board Dinner, Welcome Reception, Networking Event) and local entertainment
- Validates of communications with invited faculty
- Suggests abstract reviewers
- Identifies topics for mails shots and editorial opportunities for press releases upon request from the EBMT Marketing and Communication Units
- Promotes the meeting at a national level among local professionals and centres
- Arranges support from the Hospital Communication Unit for local promotion