**Role description**

Scientific Committee

The Scientific Committee in collaboration with the EBMT NG President and President Elect/ Past President, other Committees and various Nurse Groups, aims to co-ordinate and provide a range of educational activities for nurses and allied health professionals within the field of Haematology and Haematopoietic Stem Cell Transplantation.

**Applicants must be EBMT members** and will be required to speak, read and write English sufficiently enough to be able to communicate effectively. Access to email and phone is mandatory. Potential candidates should be working currently within the field of Haematology and Stem Cell Transplant.

In order to make the most of the team’s wealth of experience and ideas, you will meet face to face with the other members of the committee 3 times a year

The committee will meet three times yearly

* during the EBMT annual conference (March/April)
* post congress (April/May)
* the Board & All Committees meeting (October)
* abstract selection meeting (November)

The committee will present a yearly budget to the EBMT NG Board to fund operational expenses. There will be a clear proposal to accompany the budget request. The annual budget request must be submitted to the Account Officer on or before 1st of September.

The SC will report in writing their activities to EBMT NG board after receiving a request from the link person (will be requested 2 weeks prior to a board meeting). The committee designates within the group all tasks that need to be performed in order to reach the objectives.

Roles and responsibilities:

As a member of the scientific committee you will play a key role in the organisation of the EBMT Annual Meeting.

This involves:

* Designing the programmes for the nurse’s education day and the main meeting
* Abstract judging and section for oral and poster presentations at the main meeting
* Allocating space in the programme for symposia and other sponsored sessions

You will also share information and updates through teleconferencing and e-mail.