

2022 SMA Conference Committee Expressions of Interest

Sports Medicine Australia is calling for expressions of interest from Members who would like to join the SMA Conference Committee.

Purpose of Committee

The purpose of the Committee is to develop and advance the vision and mission of Sports Medicine Australia through the organisation of a science and medicine program and speakers that foster quality scientific and professional interchange of knowledge and ideas, both in and between the disciplinary groups in sports science and medicine.

Make-up of Committee

The Committee should represent the multi-disciplinary nature of SMA as an organisation and contain members drawn from a variety of settings (clinical, research, education).

The Committee should also be constituted taking into account the following considerations:

- Gender equality
- Diverse geographic representation
- must be financial members of SMA.

The Committee Skills Matrix will be utilised to identify appropriate Committee members.

The requirements are:

- Demonstrated knowledge and experience in a key discipline area
 - Clinical Sports Medicine
 - Sports Injury Prevention
 - Sports and Exercise Science
 - Physical Activity & Health Promotion
- Potential experience and linkages into other key areas
- Established national reputation in discipline area
- Established national and international collaborative network in the discipline area
- Previous experience in Large Council, National or International conferences

This broad skill set is necessary to identify and develop emerging topics, and to build a cohesive multi-disciplinary conference program.

The Committee will include a maximum of eight people including the Committee Chair and Chief Judge. The Board may approve a larger committee at the request of the Conference Chair.

The Committee will be constituted based on an expression of interest call and a direct approach to appropriate members. This process will be conducted by the CEO and appointed Conference Chair and the proposed Committee must be approved by the Board.

Committee members will be appointed for a 2 year period (beginning 1 January 2022) and may be appointed for 3 terms (6 years total) to ensure learning and knowledge retention to maximise the success of the Conference.

Role of Committee

The roles and responsibilities of the Committee shall include:

- Selection of keynote and invited speakers for the Conference and approval of their presentations/involvement
- Review and select abstracts for inclusion – podium or poster - and coordinate papers into sessions for the Scientific Program;
- Coordinate other aspects of the Scientific Program (i.e. workshops and symposia; pre- and post-conference workshops and presentations);
- Select chairs for Conference sessions;
- Select hosts for keynote speakers; and,
- Attend all organised meetings for and at the Conference.

Program Approval

The final approval of the Conference Program rests with the Conference Chair in consultation with the CEO. Any issues arising regarding the Conference Program will be resolved by the Board.

SMA Support for Committee Members

Members of the Committee will receive complimentary Conference registration and accommodation during the event.

Conference Management

The conference is managed by SMA under the leadership of the CEO. The CEO will provide appropriate staffing (e.g. Conference Manager and staff support in the areas of finance, publications, marketing and so forth) as is deemed necessary. The staff will be responsible for management of all operational matters, such as:

- Venue (including catering, entertainment and audio-visual);
- Staffing;
- Budgets and financial reports;



- Provision of progress reports to the Board;
- Coordination and management of the trade exhibition;
- Flights and accommodation for keynote and invited speakers;
- Marketing and promotional material (including all social media)
- Sponsorship deals;
- Social program; and
- Pre/post conference options (including education programs, excursions, etc).

Expressions of interest should be sent through to conference@sma.org.au by **Thursday 9 December 5pm (AEDT)**.