



SOGC Abstract Working Group

Terms of Reference

PURPOSE To plan the Society’s annual abstract program that is presented during the Annual Clinical and Scientific Conference (ACSC).

OBJECTIVES To administer the SOGC’s ACSC abstract program by:

1. Determining processes related to the abstract program.
2. Reviewing abstract submissions and recommendation acceptance or rejection.
3. Ensuring that decisions reflect the balance of oral and poster presentations and the breadth of the profession.
4. Providing recommendations to the SOGC related to the abstract program, including structure, organization, criteria, themes, and topics.
5. Overseeing the onsite judging of abstract presentations to award prizes to the top oral, video, and poster presenters.

WORKING GROUP COMPOSITION

The working group will be composed of Obstetrician/gynaecologists, researchers, and a resident with demonstrated experience in writing and reviewing abstracts related to clinical research and/or education. Those from other professions will be engaged when required for specific expertise, on an *ad-hoc* basis.

The working group will be composed of those with relevant expertise from the following categories:

- Obstetrician (3)
- Gynaecologist (3)
- Researcher (1-2)
- Resident (1)

A Chair or Co-Chairs (elected from within the working group).

Three section editors (which may be from the membership above or in addition to it): one for Gynaecology, one for Obstetrics, and one for Education.

- Each section editor will have research/clinical/academic expertise in their specific area.
- The section editor will look at all the abstracts in their section, propose assignments to relevant sessions, build oral/video abstract sessions as available with the remaining abstracts and suggest clusters for the poster abstracts.

TERMS 3 years, staggered (Co-Chairs: 5 years, non-renewable, staggered).

QUORUM Quorum is defined as 50% + 1 of working group members.

REPORTING The working group reports to the Academic Council through the Chair/Co-Chairs.



DECISION PROCESS

While all reasonable efforts to reach consensus will be made, if voting is required 50% + 1 of attending working group members will constitute a majority.

MEETINGS

The working group will hold a number of teleconferences as determined by the group to evaluate the submitted abstracts. These are to be called by the Chair/Co-Chairs. The activities of the working group will take place on an ongoing basis throughout the year. A face-to-face meeting at the ACSC may be required but is not mandatory due to the timing of the working group work.

Working group work is estimated to take approximately 15 hours/year.

EXPECTATIONS

- Members must be an SOGC member in good standing.
- Members must attend 75% of the working group meetings.

COORDINATOR SOGC Staff