

AAPS PharmSci 360 Scientific Programming Committee Charter

Approved by the AAPS Board of Directors September 2017

Statement of Purpose:

The AAPS PharmSci 360 Scientific Programming Committee is an operating committee responsible for planning high-quality scientific content that engages the audience target for the AAPS PharmSci 360 meetings. Content includes all scientific content: symposia, keynotes, rapid fire, and prologue sessions planned for AAPS PharmSci 360 as well as co-located workshops, short courses, and training courses held in conjunction with AAPS PharmSci 360.

Committee Membership:

The committee is composed of a chair, vice chair, and five track chairs. Any AAPS member may apply for service on the committee via an annual open call. Selection of applicants is outlined in the Scientific Programming Committee job descriptions. Final committee selections are approved by the Executive Council.

Term of Service:

Chair	15-month Term
Vice Chair	15-month Term as Vice Chair overlapping with 15-month term as Chair
Track Chair	15-month Term

Term begins in August of the year prior to assigned PharmSci 360 event, and extends through the completion of the PharmSci 360 program and following AAPS PharmSci 360 meeting, approximately 15 months.

Tasks:

1. Develop AAPS PharmSci 360 program goals and outline that addresses latest scientific advances; spurs discussions that push additional advances; includes top speakers from around the world.
2. Identify one chemical programming topic and one biomolecular programming topic per year that can be examined from multiple disciplinary perspectives and through all five semi-permanent tracks.
3. Encourage scientific community to contribute programming to PharmSci 360 and the workshops, short courses, and training courses held in conjunction with AAPS PharmSci 360.
4. Evaluate track program submissions in order to make final selection for AAPS PharmSci 360 programming.
5. Schedule approved program submissions at AAPS PharmSci 360 program.
6. Evaluate and approve submissions for satellite workshops and training courses, ensuring that events do not conflict or overlap in topic or scheduling.
7. Refer highly regarded proposals that were not accepted to other AAPS committees and staff program managers for consideration.

Notes:

- Committee members as a group represent broad spectrum of disciplines.
- Committee members must commit time to participate in monthly committee phone calls, and time to work with individual communities developing programming.
- Committee member term begins in August of the year prior to assigned PharmSci 360 event, and extends through the completion of the PharmSci 360 program and following AAPS PharmSci 360 meeting, approximately 15 months.

- Each track has two track leaders reporting to the track chair: one track leader represents the chemical entity discipline, and one track leader represents the biomolecular discipline. Track leaders do not have voting rights for committee decisions.

Metrics and milestones:

- Meeting critical dates outlined for current AAPS PharmSci 360 project management.
 - Delivery of AAPS PharmSci 360 program grid.
- Succession plan for committee members and chairs.