



# American Society for Reproductive Medicine

## APP Scientific Program Planning Committee Charter

### Committee Purpose

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The mission of the APP Scientific Program Planning Committee is to plan programs (pre-congress courses, APP clinical sessions, interactive sessions, symposia, and roundtables) for APPs at the annual Scientific Congress. This mission includes working together with other professional and special interest groups to create interdisciplinary programs, as well as working with the APP Board to identify areas of interest when planning these programs.

### Committee Structure

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The Scientific Program Planning Committee is comprised of a Chair and 2-4 appointed members. The appointment terms of the chair and all committee members shall be three years, with one-third expiring annually. The committee will be comprised of a Past-Chair, Chair, Chair-elect, and member(s).

Committee members are selected based on their demonstrated interest and expertise in the field of reproductive health.

### Committee Functions

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- Plan scientific programs for the annual ASRM Scientific Congress and meet appropriate deadlines as set by ASRM
- Attend meetings with other professional groups and special interest groups to plan Scientific Programs
- Communicate via email, phone, or virtual conference with other disciplines to plan or edit proposals for programs
- Keep the APP board updated regarding progress in planning Scientific Programs
- Provides semiannual progress reports to the APP Board

### Meeting Cadence

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The APP Scientific Program Planning Committee meets every quarter and may meet more frequently when program planning is in full swing, and deadlines are approaching. The meetings will be virtual and/or in-person format.

### Committee Reporting

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The Committee report is disseminated to the APP Board each Spring during the Board of Directors meeting.