



The Thoracic Society
of Australia & New Zealand
LEADERS IN LUNG HEALTH

TSANZ SIG Convenors

TOOLBOX

2019



Dear current and future SIG Convenors/Deputy Convenors,

Welcome to the SIG Convenors Toolbox manual, a guide to the various roles and responsibilities of your position. Congratulations on your appointment to a prestigious role within the Society and a personal thank you for volunteering your time and expertise to further the Society's aims.

This manual has been compiled to create an easily accessible resource which includes the necessary information for you to have a comprehensive understanding of your role as SIG Convenors.



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BY-LAWS

The TSANZ SIG By-Laws outline the guidelines for SIG members and Convenors to follow. To view the SIG By-Laws, please visit the TSANZ Website to view the TSANZ Constitution: <https://www.thoracic.org.au/about-us/about-us>

The section dealing with SIGs is in the By-Laws on pages 70-77.

SIG CONVENORS TERMS OF REFERENCE

The SIG Convenor Terms of Reference (ToR) outline the roles and responsibilities of the SIGs and their Convenors. To view the SIG Convenor Terms of Reference, please see Appendix I.

TSANZ ANNUAL SCIENTIFIC MEETING-RELATED TASKS

Below is an example calendar for the current standard two-year period. This is a guide to outline the key calendar dates for SIG Convenors for the TSANZ Annual Scientific Meeting and other key periods throughout the year.

2018



- March** - TSANZ Annual Scientific Meeting
 - SIG Annual Meeting
 - SIG Oral Sessions
 - SIG Poster Sessions
 - SIG Symposium
- Early May** - call for symposia sent out to SIGs for the next year's ASM
- 17th July** - Abstract submission opened
- Late July** - call for symposia for next year are due
- 22nd August** - Symposia confirmed
- 12th October** - Abstract submission deadline
- 17th October** - Abstracts sent to SIGs without allocated sessions for marking
- All abstracts sent to SIGs with allocated sessions for marking
- 24th October** - Marked abstracts due
- 3rd December** - Compiled abstract scores returned for session allocation

2019



- February/March** - EOIs for SIG Convenors to be sent out
- March/April** - TSANZ Annual Scientific Meeting
 - SIG Annual Meeting
 - SIG Oral Sessions
 - SIG Poster Sessions
 - SIG Symposium
- During/1 week post ASM** - EOIs for Convenors
- Post-ASM** - SIG Convenors election
- Early May** - call for symposia sent out to SIGs for the next year's ASM
- Mid-July** - Abstract submission opens
- End of July** - Symposia proposals due
- Mid August** - Symposia confirmed
- September** - Confirmation of speakers due



ANNUAL SCIENTIFIC MEETING MANUAL – SPECIAL INTEREST GROUP INFORMATION

The Board retains the right of approval of the content of the Scientific Program.

Theme of the ASM

The theme and content of the ASM must be approved by the TSANZSRS Conference Committee and endorsed by the Board. This theme should be approved 12 months prior to the ASM. A sample ASM Program is included in Appendix II.

Composition

The Scientific Program comprises:

- A combination of unopposed and concurrent sessions/symposia
- Prize sessions within concurrent sessions for prize finalists
- Combined sessions with ANZSRS (joint plenary, Masterclass)
- Breakfast sessions
- Abstracts for oral presentation within concurrent sessions
- Abstracts for poster presentation within concurrent sessions.

Unopposed sessions will include:

1. Plenary Sessions.
2. The Ann Woolcock New Investigator Award.
3. Award session, to include
 - TSANZ Awards for Respiratory Research Excellence (including the LFA/TSANZ Awards)
 - The Wunderly Oration.

A broad representation of the interests of the TSANZ is expected, and sessions will be specifically allocated to Special Interest Groups (SIG).

Appendix III sets out the roles and responsibilities of SIG Convenors as they relate to the ASM. These duties are also listed in the Special Interest Group (SIG) Convenor and Deputy Convenor

Terms of Reference. This document will be provided to all SIG Convenors prior to the ASM.

SIG Convenors roles and responsibilities include:

- Co-ordinate and submit SIG specific proposals for symposia and/or plenary sessions in the appropriate format according to the conference call-out.
- Nominate and confirm reviewers for abstracts specific to the SIG, ensuring a breadth of reviewers to manage conflict of interest.



- Provide advice to the conference Local Organising Committee on the allocation of abstracts into appropriate sessions.
- Nominate and confirm chair persons for all SIG sessions.
- Liaise with the LOC and PCO to confirm details as required.
- Co-ordinate the selection of SIG prize-winners. Session chairs (or others as required) will be selecting and scoring the best presentations.
- Thank sponsors of prizes for their support and thank session chairs and invited speakers.

Plenary and Symposia Sessions

The call for symposia and plenary sessions occurs in June the year prior to the ASM. All SIG Convenors and Deputy Convenors receive the notice with a due date set near the end of July. It is the responsibility of the LOC to rank and select proposals, including the plenaries. Proposals which demonstrate a commitment to gender and professional diversity will be prioritised.

Since 2017, TSANZ has two dedicated Plenary sessions plus a joint plenary with ANZSRS. The joint plenary is developed by the TSANZ LOC and ANZSRS LOC, to be approved by the TSANZSRS Committee.

Symposia may be held on subjects chosen by the LOC or SIGs with approval of the LOC. They will usually run outside other sessions – e.g. oral, poster. These may be available for partnership with external organisations. The Saturday afternoon sessions, immediately after TSANZ ASM opening, run 2 symposia concurrently (4 sessions in total) as “Themed Symposia”.

The LOC is to ensure that all SIGs have the opportunity to submit symposia/plenary proposals, are adequately represented in the program, and have the opportunity to be allocated as a “Plenary” or “Themed Symposia” on a multi-year rolling basis. Once selected and notified, it is the responsibility of the session proposer to confirm proposed speakers and session chairs.

The Masterclass Symposium is a combined session with ANZSRS. The TSANZ Physiology & Sleep SIG Convenors are to liaise with ANZSRS representatives to develop the session proposal, to be approved by the LOC and TSANZSRS Committee.

Breakfast Sessions

Breakfast Sessions are informal sessions of appropriate subject matter determined by LOC and held over a light breakfast. The number and timing of sessions may vary – the number of sessions on individual days may in some cases be dictated by the number of individual rooms available at the selected venue.

The purpose of these sessions is to encourage interactive discussion and networking and not for didactic presentations.

Ann Woolcock New Investigator Award (NIA)

Typically six abstracts will be selected by the Research Sub-Committee/Awards Committee for presentation in the NIA oral session. The NIA Session is unopposed by other sessions. Chairs for this session are selected by the Research Sub-Committee/Awards Committee. All finalists will receive a complimentary ticket to the Society dinner, where the award will be presented.



Awards

The Award session features the LFA/TSANZ awards and prizes. The awards will vary from time to time. Details of the awards are posted on the TSANZ and TSANZSRS website. Other TSANZ awards are presented throughout the ASM and final scheduling is decided by the LOC. Since 2018, a specific session has been introduced prior to the TSANZ Welcome Reception (TSANZ Awards for Respiratory Research Excellence) hosting TSANZ, LFA, CF and Sponsored Awards. SIG Awards have been removed from the Tuesday afternoon session and are now announced post ASM on the TSANZ website.

Abstracts

The PCO will liaise with the TSANZSRS Conference Committee and TSANZ CEO on the layout and content of the call for abstracts including prizes. Abstracts are submitted by primary and secondary SIG for either oral or poster presentations. Abstracts submitted under "Physiotherapy" as the primary SIG, will be allocated to the secondary SIG for session programming.

Typically, the abstract deadline falls in October the year prior to the ASM, with applicants notified of the abstract outcome by mid-December.

Since 2017, a second call for "Late Breaking Abstracts" has been sent in January of the year of the ASM. These abstracts are reviewed by the Research Sub-Committee/Awards Committee, with the top ranking abstracts being offered a dedicated Oral session and the remainder a poster session.

Reviewing Process

In conjunction with the PCO, the SIG Convenors will co-ordinate grading of abstracts and will provide the names of abstract graders by October of the year prior to the meeting. Each abstract will be blind reviewed.

Since 2017, a minimum of 4 abstract reviewers are requested from each SIG to ensure conflict of interest (COI) is handled appropriately and workload is reasonable.

Grading System

Abstracts are scored by reviewers on a scale of 1-10, with 1 being poor and 10 being excellent. Abstract reviewers are to declare COI and remove themselves from abstract reviewing where appropriate. Abstract reviews are to be completed within 3-4 weeks after the abstract deadline. (Note – Abstracts submitted under "Physiotherapy" as the primary SIG are first reviewed by the Physiotherapy reviewers before being re-allocated to the secondary SIG.

Oral Presentations

Oral presentations, that run concurrently should, as far as possible, be on different topics, in order to ensure that delegates interested in a particular subject are able to attend all the sessions on that subject.

Poster Presentations

Poster discussion sessions that run concurrently should, as far as possible, be on different topics in order to ensure that delegates interested in a particular subject are able to attend all the sessions on that subject. All posters shall be accommodated in the same area, with discussion sessions taking place in the session rooms. Poster sessions may incorporate:

1. all posters manned for a defined time, during which time poster mentors nominated by the SIGs will tour the posters and other delegates have the opportunity for interaction with the primary poster author



2. a “themed” poster discussion occurs remote from the poster display and following manned poster viewing. Such a session could include 5 mins for each presentation.
3. Since 2017 poster sessions have been divided into 90-minute poster presentations. The first 60 minutes are filled with 10 6-minute slide discussions including Q&A.

The final 30 minutes is dedicated to ‘thematic’ poster viewing.

The number of oral and poster sessions per SIG is based on the number of abstracts submitted in any given year. The selection of abstracts for oral and poster sessions are initially based on the ranking scores provided by reviewers. The SIG Convenors have final approval of the selection (expected early December) and may alter the program to ensure appropriate session theming.

Rejected abstracts (e.g. those not presenting any data) are to be approved by the Chair of the Research Sub-Committee prior to rejection.

It is the responsibility of the SIG Convenors to provide session chairs for all oral and poster sessions by early February prior to the meeting.

It is the responsibility of SIG Convenors to select the Best Poster (as recommended by session chairs) for their SIG and notify the TSANZ Office. Convenors will delegate this responsibility should a COI be present.

All oral and poster slide presentations must commence with the Declaration of COI Slide.

Other program inclusions

The program may also include:

Associated Meetings - includes committee/ sub-committee meetings, AGMs, closed sessions and sponsored symposia. Sponsored symposia are ranked and selected by the TSANZ Board. Typically the higher ranked proposals are offered evening sessions.

Nurses Day - a full day program run on the Saturday and organized by the Nurses SIG.

Advanced Trainees Course - a 1.5-day interactive session for Advanced Trainees. Not included in the registration fee.

Graduate Course(s) - interactive workshop opportunities for post graduates including at least 1 interventional course. Not included in the registration fee. Courses proposals are managed by the TSANZ Office and require approval by the Education & Training Subcommittee.

Annual SIG Meetings: meetings are held during morning/afternoon tea or lunch breaks at times selected by the SIG Convenors.



ELECTIONS AND AGMS

Each year, a call for nominations will be sent out to members for either SIG Convenor or Co-Convenor positions.

If there are more nominations than positions to be filled, an election will be held. In the event of an election, voting will be conducted electronically prior to the TSANZ AGM. Further information on the election process will be provided once nominations have closed.

As per the By-Laws:

- a. At the first SIG Annual Meeting after registration of the Company the SIG Members shall elect from among their number the following office bearers:
 - (i) one (1) or two (2) Convenors; and
 - (ii) one (1) or two (2) Deputy Convenors.
- b. At the third SIG Annual Meeting after registration of the Company and every second SIG Annual Meeting thereafter, the SIG Members shall elect from among their number one (1) or two (2) Deputy Convenors.
- c. SIG Members will decide by majority vote whether to elect one (1) or two (2) Deputy Convenors. At the first SIG Annual Meeting, there must be the same number of Convenors elected as Deputy Convenors. SIG Members may decide to elect two (2) Deputy Convenors instead of one (1) Deputy Convenor where, for example:
 - (i) the SIG has a large number of SIG Members; or
 - (ii) there is a need to represent distinct subgroups within the SIG.
- d. The SIG must ensure that the details of the Convenor(s) and Deputy Convenor(s), once elected, are provided to the Company Secretary.

With the exception of the initial Convenor(s), prior to a SIG Member being appointed as the Convenor, that SIG Member should have served a two (2) year term as Deputy Convenor immediately prior to assuming office as the Convenor. The Deputy Convenor(s) shall hold the office of Deputy Convenor(s) for a term of two (2) years.

The Deputy Convenor(s) shall, on the expiry of the Deputy Convenor's two (2) year term, by default assume the position of Convenor(s). The Convenor(s) shall hold the office of Convenor(s) for a term of two (2) years. The Convenor(s) is not eligible for re-election as Deputy Convenor(s) on or ever after the expiry of the two (2) year term referred to in By-Law 15.3.

Expression of Interest Announcement for Deputy Convenor/ Co-Convenor (Example)

TSANZ is calling for interested members of the *** SIG for the position of two Deputy Convenors.

Anyone interested should send an expression of interest with a 2 page CV and covering letter to the TSANZ Office at TSANZOffice@thoracic.org.au by the closing date, [Day] [Month] [Year].



NON-ASM TASKS

Policy Review

SIG Convenors may be contacted by the TSANZ Office to comment on certain policy submissions. In the event of a policy request, SIG Convenors can:

- Include individual submissions to TSANZ; or
- Put out a call to their respective SIG members via the Central Office to ask for SIG member comments collate a SIG response to the policy request. This single document will be collated from the various responses of SIG members, and the SIG Convenors will send this document back to the TSANZ Office at the reasonably determined time. This is so the response can be included/utilised in the TSANZ submission.

If you are asked by a staff member of the TSANZ Office to submit and/or contribute to a policy submission for or on behalf of TSANZ, please indicate if you wish to put a call out to SIG members and the Central Office will assist in coordinating this with you.

For any policy submissions that you think are in your field of expertise, please contact Hayley See (Hayley.see@thoracic.org.au).

CCRS/ETS Expert Reviewer

Expert review by the SIGs is critical to ensure that all TSANZ documents (guidelines and position papers) can be effectively implemented in clinical practice. Sometimes the SIGs will also be asked to provide expert content review for documents from other organisations who have asked for TSANZ endorsement.

CCRS/ETS may call upon SIG convenors to ask them to recommend a SIG member or volunteer themselves to review the documents within a specified timeframe. It may be expected that feedback and commentary is provided (if applicable) as to whether you would recommend the document for endorsement by the TSANZ.

Review of TSANZ and external documents is often time sensitive. SIG convenors should call on their SIG members to assist with a timely review. The Central Office can assist with calling for volunteers from your SIG if required.

ETS expert reviewer responsibilities may also cover educational courses. In this instance, the review process can include revising the course program, providing support to find speakers for the course, and making recommendations where applicable.

Educational Tasks

TSANZ SIGs have been involved in the organisation of various educational events, including the OELD Short Course, COPD Short Course, and Paediatric Short Course held in 2017/18. SIG members are welcome to propose ideas for short courses or other educational events to be run through TSANZ.

If you're interested in courses, please contact the TSANZ Office at TSANZEducation@thoracic.org.au or call on +61 2 9222 6200.



COMMUNICATION

Newsletter Examples

Respiratory Nurses SIG: July 2018 Update

Dear [FirstName],

Welcome to our July email update; hope you are keeping well and managing to stave off the winter ills. We would also like to encourage you to think about and complete an abstract for the 2019 ASM - Nurses SIG. This is an excellent forum for you to present your work in a supportive environment and we have Nursing SIG members happy to help support those submitting for the first time.

2018 INDIGENOUS NURSING RESEARCH AWARD RECIPIENTS REPORT FOR

Dr Gabrielle McCallum from Menzies School of Health Research, Children Respiratory Health Team, was the successful recipient of the Indigenous Nursing Research Travel Award. Gabrielle has submitted her report for us to share with you in this newsletter and we hope this will inspire others to apply for this award. This award is currently being reviewed; an up-dated version will be available from the TSANZ website in the very near future.

2019 TSANZ ANNUAL SCIENTIFIC MEETING - Gold Coast

Planning for the 2019 programme is underway; however we would love to hear from anyone who has ideas on topics or presenters for the Nurse SIG programme.

TSANZSRS 2019 will be held at the Gold Coast Convention and Exhibition Centre from 29 March – 2 April 2019 (ANZSRS; 29 March – 1 April and TSANZ; 30 March – 2 April).

In addition the 8th Congress of the APCB (Asian Pacific Congress on Bronchology and Interventional Pulmonology), will be held immediately prior (27 - 30 March).

Call for abstracts are **now open** and **closes 12 October 2018**. We would all love to hear about the initiatives you are putting in place in your practice, and this doesn't necessarily have to be in the form of a study at all. Many members of the Nursing SIG are happy to support novice abstract submitters, so please get in touch to utilise this awesome experience.

Other key dates:

Registrations open 4 October, with early bird closing 18 January 2019.

WEBINAR SERIES

We would like to draw attention to the TSANZ webinar schedule, for more information and to register [CLICK HERE](#). First up is Sally Powell (CNS) scheduled for the 6 August; she has agreed for her presentation to be opened to the wider TSANZ community.

Sally is currently working in a District Health Board sleep service conducting community and clinic diagnostic and monitoring for the hundreds of people of home NIV in the Canterbury, West Coast and South Canterbury areas (population 700 000). She is a Nurse Practitioner Intern with a generalist sleep focus on long-term condition population and case manages these complex patients whilst supported by medical colleagues and interdisciplinary team. Sally has a wellness focus and a strong nursing knowledge base which is complimentary to her medical colleagues, with expert nursing knowledge input and specialist knowledge of specific sleep issues as well as sound health promotion philosophy.



An outline of her presentation has been provided by Sally; titled: **NIV therapy - viewed via a community lens**. This presentation will explore the terminology that surrounds therapy, looking specifically at modalities and treatment aims. Look at ways to adjust therapy based on the individuals specific comfort requirements. I will explore approaches to common issues in an attempt to aid the listening to troubleshooting issues arising for this patient population and lastly describe one model of care via my own practice, at long-term management of patient on NIV via the CDHB (Canterbury District Health Board) experience.

LUNG FOUNDATION AUSTRALIA – PULMONARY REHABILITATION TRAINING

Just another reminder of the invitation to participate in the Lung Foundation Australia's Pulmonary rehabilitation Training to be held in Brisbane, Melbourne, and Sydney. The course will include an online Pulmonary rehabilitation training (5 hours), as well as a one day face-to-face training through an interactive workshop. [CLICK HERE](#) for further information on the event.

EOI NURSING AUSTRALIAN CO-CONVENOR ROLE

TSANZ is calling for interested members of the Respiratory Nurses SIG for the positions of Co-Convenor (Australia) to step into role in March 2019. We are seeking an Australian member to support Rebecca Disler and Jenny McWha in the activities of the SIG going forward.

Anyone interested should send an expression of interest with a 2 page CV and covering letter to Sarah Newton-John, Executive Support Officer at sarah.newton-john@thoracic.org.au by the closing date, Friday August 17 2018.

BRANCH MEETING DATES

(TO INCLUDE)

Kind regards,

Rebecca Disler, Australian Convenor

Jenny McWha, NZ Convenor

Karen Royals, Australian Co-Convenor

Betty Poot, NZ Co-Convenor



TSANZ Physiotherapy SIG Newsletter July

TSANZSRS 2019 will be held at the Gold Coast Convention and Exhibition Centre from March 29th to 2nd April 2019 (ANZSRS 29/3-1-4, TSANZ 30/3-2/4). Planning of a varied and exciting program around the theme 'Respiratory Infections' is well underway. Preliminary information is available at <http://www.tsanzsrs2019.com/>.

ABSTRACT SUBMISSIONS

Abstract submissions for TSANZ 2019 are open from 13th July to the 12th of October! Once again we would like to remind you to please nominate **PHYSIOTHERAPY** as your **PRIMARY SIG** when submitting your abstract as this helps maintain our profile within TSANZ. As you may be aware, we do not run 'physiotherapy' sessions at the annual scientific meeting; all abstracts will be distributed amongst other SIGs. Therefore, please nominate your preferred other SIG using the ALTERNATE SIG selection option.

We would also strongly encourage members to apply for travel grants and research awards, especially after our SIG's VERY successful 2018 meeting. Keep an eye out for newsletters from TSANZ with information on how to apply.

PROPOSAL FOR SYMPOSIA

The TSANZ Local Organising Committee is calling for proposals for symposia, either from a single SIG or from more than one SIG. Our SIG is planning to submit several proposals with plans underway for submissions regarding bronchiectasis and exacerbations in COPD. If you have any other suggestions, please contact Angela or Tanja by Friday July 13th.

Proposal(s) will be reviewed by the Local Organising Committee, using the following criteria

- Relevance to the meeting theme
- Quality of proposed content and speakers
- Relevance to broad interests of attendees

Proposals which demonstrate a commitment to gender and professional diversity will be prioritised.

IN OTHER NEWS...

PHYSIO APPOINTED TO TSANZ RESEARCH SUBCOMMITTEE

A big congratulations to Dr Kylie Johnston from the University of South Australia on her recent appointment to the TSANZ research subcommittee and we wish her well for her term.



AMERICAN THORACIC SOCIETY – PULMONARY REHABILITATION ASSEMBLY

The 2018 meeting in San Diego was super exciting! The annual ATS Pulmonary Rehabilitation Early Career Research Achievement Award, given to an individual who has made outstanding scientific contributions relevant to the principles and practice of pulmonary rehabilitation, was awarded to Dr Narelle Cox from La Trobe University. Congratulations Narelle!



Congratulations also to Prof Anne Holland from La Trobe University who was announced as the Assembly Chair (2019-2021) which is a wonderful achievement. Anne will commence her term after she finishes her time on the TSANZ board. Well done Anne!

FIVE MINUTES WITH... JANET BONDARENKO

Workplace and role

Pulmonary rehabilitation coordinator & respiratory outpatients, Alfred Health, Melbourne

Physiotherapy area of interest

Dysfunctional breathing, community chronic respiratory disease care

Clinician, research or educator Clinician, just starting my research journey!

Favourite food Anything that involves wine and good company

One thing people may not know about you

I once played air guitar in a James Reyne music video

Three words that describe you Tall, fun, funny



CONTACT DETAILS

Convenor: Angela Burge (email)

Deputy Convenor: Tanja Effing (email)



APPENDIX I

Special Interest Group (SIG) Convenor and Deputy Convenor Terms of Reference

Aim of the Special Interest Group (SIG)

The purpose of SIGs is defined in the By-laws of the Society Constitution. Broadly, the aim of SIGs is to foster collaboration, research, education, advocacy and professional engagement among TSANZ members within a common defined area of interest.

Chair

- a. The SIG is chaired by a Convenor and Deputy Convenor.
- b. A Deputy Convenor is elected at the SIG Meeting at the Annual Scientific Meeting according to the Bylaws of the Constitution.
- c. The Deputy Convenor holds office for a term of 2 years. The Deputy Convenor shall, on the expiry of his or her 2 year term, by default assume the position of Convenor. The Convenor shall hold the office of Convenor for a term of 2 years. Therefore, upon election, a Member serves office in the SIG for a total of 4 years.

Role and Responsibilities of the Convenor and Deputy Convenor

The Convenor and Deputy Convenor will:

- a. Be familiar with the By Laws of the Constitution
- b. Be available to co-ordinate expert advice from the SIG when required, or as requested by the TSANZ Office. The SIG convenors will contact SIG members (via the TSANZ Office) for feedback, collate all feedback and provide a formal response to the Office.
- c. Co-ordinate communication with the SIG via the TSANZ Office and other means as appropriate (e.g. the online portal Clique Community). The TSANZ office can provide Convenors support with communicating with members and with setting up SIG tele/video conference meetings.
- d. Contribute to the development and staging of scientific sessions at the Annual Scientific Meeting. Specifically,;
 - i. Co-ordinate and submit SIG specific proposals for symposia and/or plenary sessions in the appropriate format according to the conference call-out.
 - ii. Nominate and confirm reviewers for abstracts specific to the SIG, ensuring a breadth of reviewers to manage conflict of interest.
 - iii. Provide advice to the conference Local Organising Committee on the allocation of abstracts into appropriate sessions.
 - iv. Nominate and confirm chair persons for all SIG sessions.
 - v. Liaise with the Local Organising Committee and The Conference Company to confirm details as required.



- vi. Co-ordinate the selection of SIG prize-winners. Session chairs (or others as required) will be selecting and scoring the best presentations.
- vii. Thank sponsors of prizes for their support and thank session chairs and invited speakers.

Meetings of the SIG and Reporting

- e. The Convenor will chair the SIG meeting at the Annual Scientific Meeting.
- f. No less than 21 days prior to the SIG meeting, the Convenor shall send out (via TSANZ Office) a Meeting Agenda and Expression of Interest for new deputy-convenors, if required.
- g. The purpose of the SIG meeting is to review the goals of the SIG, review past activities and discuss future SIG related activities.
- h. The Convenor shall prepare minutes of the annual SIG meeting, including details of outgoing Convenors and incoming Deputy Convenors. The minutes are to be forwarded to the Company Secretary (TSANZ Office) in a timely fashion.
- i. The Convenor and Deputy Convenor will attend the SIG Convenors Meeting at the Annual Scientific Meeting.
- j. The Convenor shall prepare an annual SIG report detailing SIG activities and achievements prior to the Company's annual general meeting. This report will be included in the annual reports of the Company.



APPENDIX II

Guidelines for Chairs of Oral and Poster Sessions

Briefing Notes for Plenary, Symposium and SIG Oral Chairs
([these will be sent to all Chairs a few weeks prior to the Meeting](#))

To ensure that our sessions are enjoyable, informative and fair for all speakers and members of the audience, please read AND follow these guidelines

BEFORE THE MEETING

If you are chairing an SIG oral session, try to identify some questions for each presentation in advance based on the relevant abstracts. Read the abstracts being presented in your session. Abstracts will be available on the TSANZSRS App and Website closer to the Meeting, we will notify you when they are available. *Please note: nominations cannot come from someone with a conflict of interest.* Please advise tsanzsrs@tcc.co.nz if you have a conflict of interest.

If you are chairing a plenary or symposium session, speaker bios will be available in the room you are chairing. These will also be available on the TSANZSRS App.

ON ARRIVAL

Check in with The Conference Company member in the Speakers' Preparation Room about any changes to your session.

If you are chairing an SIG oral session, collect the SIG Oral Nomination Form to shortlist the best presentation within the session for an SIG Prize.

If any housekeeping announcements need to be made at the end of your session, these will be left on the lectern in the relevant meeting room. Printed speaker bios for plenary and symposium sessions will also be available in the room.

BEFORE THE SESSION

Meet and introduce yourself to the speakers. Confirm how they would like to be introduced. Try and put new speakers at ease!

Advise speakers of their time limit and how the expiry of their time will be indicated to them (refer to the detailed program for the time allotted to each speaker). Reinforce with them that time has been allocated at the end of their presentation for questions and discussion.

It is important to keep *strictly to time* so that all sessions finish at the published time.

Check that the audio-visual equipment in the room meets the presenter's requirements. If there are any problems in your room, please seek the assistance from the audio-visual technician in the room or in the Speakers' Preparation Room.

Check the content of the session, so you can introduce it.

AT THE START OF THE SESSION

Introduce yourself to the participants as the Chair(s) of the session.



Advise the amount of time for audience participation and then introduce each speaker and the title of the paper. Include brief biographical details **only** if you are chairing a plenary session or mini-symposium with invited speakers. For SIG oral sessions, simply introduce the speaker's name and presentation title.

DURING THE SESSION

PLEASE KEEP A CLOSE EYE ON TIMING TO ENSURE THE SESSION ENDS PROMPTLY.

Questions and discussion following each speaker should be addressed to the Chair.

Cut off any audience member who is making a statement (not asking a question).

Cut off any questions that could be considered "abusive", particularly if these are addressed to a younger researcher.

Have at least one question ready for each speaker. You should only ask your question first if no questions come from the floor.

If there are any problems during the session, seek help from the technician at the back of the room or The Conference Company staff member.

AT THE END OF THE SESSION

Thank the presenters and audience for their participation.

If you are chairing a plenary or symposium session, The Conference Company staff will bring gifts for invited speakers to the meeting room. A formal presentation can be made to all plenary speakers when wrapping up the session. For symposia, gifts should be distributed after the session has ended. Please return any uncollected gifts to Jennifer in the Speakers' Preparation Room.

If you are chairing an SIG oral session, convene with your co-chair to decide on the best oral within the session, complete the SIG Oral Nomination Form and return it to the Speakers' Preparation Room as soon as possible.

Please indicate any conflicts of interest on the nomination form.

Thank you for agreeing to act as a Chair and for helping to make the Meeting a success.



Briefing Notes for Poster Session Chairs ([these will be sent to all Chairs a few weeks prior to the Meeting](#))

To ensure that our sessions are enjoyable, informative and fair for all speakers and members of the audience, please read AND follow these guidelines.

BEFORE THE MEETING

Read the abstracts being presented in your session. These will be available prior to the Meeting online and during the Meeting on the TSANZSRS App. We will notify you when they are available.

Try to identify some questions for each poster author during the viewing period as well as some broad topics for the facilitated discussion based on the relevant abstracts in the online program. Liaise with your co-chair in advance of the meeting if possible. Session chairs are provided in a separate attachment.

ON ARRIVAL

Check in with The Conference Company staff member in the Speakers' Preparation Room about any changes to your session and to collect the **SIG Poster Nomination Form** (used for shortlisting the TSANZ Best Poster Prize and SIG Best Presentation). Identify which Meeting Room your session will be held in.

15 MINUTES PRIOR TO THE START OF YOUR SESSION

Meet and introduce yourself to your co-mentor. Confirm that you will be able to meet immediately after the discussion session to decide on the best poster.

DURING THE SESSION

Each poster session will be divided into 1 hour of selected poster discussions followed by 30 minutes of poster viewing in the Poster Hall.

Part 1 - Poster Discussion

Poster Discussion presentations will be made in a meeting room, without the presence of the poster, and presenters will have strictly **3 minutes** to summarise the research methods and results, using no more than 3-4 PowerPoint slides for illustration.

The slides should only be used to display charts, tables or figures essential to the research. There will then be strictly 3 minutes for questions.

Poster discussions are tightly timed. Chairs will be assisted by staff from TSANZ or The Conference Company to ensure presenters do not go over time. Please ensure all presenters stick to their time slot so that there is time for viewing in the poster hall following all the discussions.

AT THE END OF THIS SESSION

Thank the presenters and audience for their participation and direct everyone to the Poster Hall for viewing.

Part 2 – Poster Viewing – Discussion and Thematic posters

Please encourage viewing of the posters not discussed in the previous session.

Poster Thematic Presentations will have a dedicated viewing time beside the poster immediately following the posters selected for discussion, so attendees may have a chance to ask questions. Posters presenters are required to stand by their poster at that time.



Reconvene with your co-mentor to decide on the best poster within the session.

Complete the SIG Poster Nomination Form and return it to the Speakers' Preparation Room.

NOTE: This poster will then be considered for both the TSANZ Best Poster Prize and for the relevant SIG Best Presentation (poster or oral). The conference organisers will move the poster to the central judging area, please do not move any posters yourself.)

Please note: nominations cannot come from someone with a conflict of interest. Please advise tsanzsrs@tcc.co.nz if you have a conflict of interest.

Thank you for agreeing to act as a Chair and for helping to make the Meeting a success.



APPENDIX III

Briefing Notes for SIG Convenors at the Meeting

JUNE OF YEAR PRIOR

SIG Symposia

Co-ordinate and submit SIG specific proposals for symposia and/or plenary sessions.

Convenor leads a submission for a symposia proposal in response to an invitation from the TSANZ office. The submission **deadline is mid-July** (6 weeks). Speakers for the submission should be considered and a need for gender and professional diversity in the lineup should be observed.

Post Graduate Courses

TSANZ office calls for Post Grad Workshop ideas from members. Consider submitting a proposal on behalf of your SIG. Submission **deadline is end of July**.

EARLY OCTOBER OF YEAR PRIOR

Nominate and confirm reviewers for abstracts specific to the SIG, ensuring a breadth of reviewers to manage conflict of interest.

Mid October you will receive a link to the abstracts to be reviewed by The Conference Company.

The reviewer **deadline is end of the first week of November**.

Provide advice to the conference Local Organising Committee on the allocation of abstracts into appropriate sessions. Session allocation for abstract deadline is end of the first week of December.

THREE WEEKS PRIOR (END OF FEBRUARY)

Ahead of the SIG meeting at the ASM, the Convenor shall send out (via TSANZ Office) a Meeting Agenda and Expression of Interest for new deputy-Convenors, if required.

TWO WEEKS PRIOR (MARCH)

The Convenor shall prepare an annual SIG report detailing SIG activities and achievements prior to the Company's annual general meeting. This report will be included in the annual reports of the Company.

AT THE ANNUAL SCIENTIFIC MEETING

Chair the SIG Meeting which will take place during a catering break, usually on the Monday or Tuesday.

The purpose of the SIG meeting is to review the goals of the SIG, review past activities and discuss future SIG related activities. The Deputy Convenor must also attend this meeting. The Convenor will prepare the minutes of this meeting, including details of outgoing Convenors and incoming Deputy Convenors. The minutes are to be forwarded to the Company Secretary (TSANZ Office) in a timely fashion.





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