

## LOCAL ORGANIZING COMMITTEE

**Purpose:** This Committee is responsible for providing the Executive Office and Board with important advice on organizing the congress in their country, including logistics, venues, tourist information, and accommodations.

### Responsibilities:

- Ensure participation is maximized through creating local awareness of the conference to all relevant stakeholders in coordination with the Executive Office;
- Identify regional experts that can present or participate in discussion panels of the PNS conference in coordination with the Scientific Program Committee;
- If desired, identify, invite and secure the presence of a high-ranking official from a relevant Government institution to welcome the delegates during the welcome reception of the event in coordination with the Executive Office;
- Work with the Executive Office and the Board to suggest appropriate sites for the evening receptions and incorporate local flare into each event;
- Review and enhance visitor's bureau tourist information for conference delegates and guests;
- If it is deemed required by government officials, assist the Executive Office in issuing formal invitation letters to facilitate the visa application process in a timely manner;
- Identify and introduce potential local sponsors of the event to the Executive Office and where possible secure their sponsorship both in cash or in kind;
- Solicit & secure local volunteers to help staff the Annual Meeting if needed;
- Other projects as assigned by the Board.

### Term of Service:

Chair: The Committee Chair serves a one-year term, non-renewable.

Members: Member appointments are for one-year, non-renewable.

### Frequency of Meetings:

This Committee typically meets at a minimum quarterly (up to 4 meetings per year), inclusive of an initial site visit and pre-planning visit both held in-person. The frequency of Committee meetings is at the Committee Chair and Executive Office's discretion.

### Expectations:

Committee members must attend 50% of conference calls unless there is an extreme hindrance due to time-zone differences. Absence from a meeting does not release the Committee member from responsibility of input on topics. If members are unable to make meetings, members are expected to review materials and contribute via email in advance.

### Selection Process:

The Committee Chair and new members are selected and appointed by the President, based on the city



# The Peripheral Nerve Society

the meeting is being held. All Committee members are required to be members of the society in good-standing.

## **Composition:**

This committee is comprised of PNS members living in the city or surrounding area the Annual Meeting is being held. The Committee typically consists of a minimum of (4) members including the Chair. The final composition of the committee is at the Chair and PNS President's discretion.

## **Board Reports:**

The Committee will typically report 2-4 times per year to the PNS Board of Directors.