

Congress Program Committee

Purpose and Outline

Purpose

The Congress Program Committee supports the development of the scientific and education program for CNSA's Annual Congress. It brings together clinical, education and research perspectives so the program reflects CNSA's strategy and the needs of cancer nurses at every career stage and in every setting.

The committee is convened by the CEO for one Congress cycle and closes once the post-Congress review is complete.

What the committee does

The committee will:

- propose the Congress theme and program structure, including plenaries, concurrent streams, workshops and networking sessions;
- suggest keynote, plenary and invited speakers;
- support the call for abstracts and abstract review;
- check that the program covers clinical practice, education, research, leadership and advocacy, and maps to AusCaN capabilities where possible;
- advise on how sponsored and satellite sessions fit the program; and
- review delegate evaluation after Congress and suggest improvements for the next program.

Membership

The committee has eight members: four named members and four positions open to CNSA members through expression of interest.

Role	Member	Notes
Chair	Justin Hargreaves	Leads the program and chairs meetings
Member	Jemma Still, CEO	Strategic alignment; link to the Board and National Office
Member	Kate Miller, Professional Conference Organiser (PCO)	Logistics, timeline and secretariat
Member	Jenny Gilchrist	
Open position 1	To be appointed	
Open position 2	To be appointed	

Role	Member	Notes
Open position 3	To be appointed	
Open position 4	To be appointed	

Open positions are filled through a short expression of interest (no more than 300 words) detailing relevant experience and reason for applying. The Chair and CEO assess applications, with regard to diversity of location, practice setting and career stage. Each position may be adjusted to suit that year's theme.

Who should apply

We welcome expressions of interest from CNSA members with one or more of the following:

- experience in cancer nursing education, such as developing or delivering education programs;
- experience in research, such as abstract review or presenting at conferences;
- experience planning conferences, events or education programs; or
- a local connection to Canberra and the ACT, to help shape a program that reflects the host community.

Early Career members are encouraged to apply, so their voice is part of the program.

Ways of working

Role. The committee recommends and approves the final program.

Meetings. Monthly online meetings during business hours, moving to fortnightly in the three months before Congress. The committee works by consensus, with the Chair guiding decisions.

Conflicts of interest. Members declare any connection to abstracts, speakers, sponsors or exhibitors, and step out of those discussions.

Confidentiality. Abstracts, speaker discussions and draft programs stay confidential until CNSA releases them.

Support. The PCO prepares agendas, notes and action lists and coordinates between meetings.