

British Society for Immunology (“BSI”)
Congress Committee

Purpose: The primary responsibility of the Congress Committee is to develop, oversee and deliver the scientific programme for the BSI Congress, which takes place two out of every three years.

In particular, the committee reviews and approves proposed sessions, and has oversight over the abstract submission and review process. Congress committee members are also involved, as required, in organising and chairing specific sessions. In addition, the committee is involved in the planning and development of public engagement activities linked to the Congress. The committee works closely with staff and conference organisers to ensure the success of the conference.

The committee also reviews the BSI contribution to the European and International Congresses of Immunology as required.

Composition: There can be up to fourteen members of the Congress Committee, who will consist of:

- Congress Secretary - also Chair of the Congress Committee
- President
- Treasurer
- Clinical Secretary
- Up to ten additional general committee members, recruited for their expertise in particular areas:
 - These should include a:
 - Early career/PhD member (no more than 3 years post-doc)
 - Clinical member

Duration of service: The Congress Secretary, President, Treasurer and Clinical Secretary sit on the Congress Committee *ex officio*, meaning that they are part of the committee by virtue of holding these specific elected roles for the BSI, either on the Board of Trustees or as a Secretary. Their membership of the Congress Committee is for the duration of their elected role only.

Other Congress Committee members serve for a maximum term of four years, and are recruited via open calls to the membership, who will be asked to submit statements of intent and CV, this will be followed by a shortlisting and interview process held by the Congress Secretary and Chief Executive.

The Congress Secretary will occasionally be asked to attend meetings of the Board of Trustees. The Congress Secretary will be elected initially into a ‘Secretary Elect’ position, enabling them to shadow the current secretary for a period of time (usually 6-9 months to cover the run up to a Congress but this will be stipulated at the time of election).

Meetings: The Congress Committee will hold face-to-face meetings at least three times a year. Additional correspondence will be carried out between meetings via email and telephone as appropriate.

Members who do not attend for three consecutive meetings will be asked to leave the committee.

Reporting: The Congress Committee reports to the Board of Trustees via the Congress Secretary and the Trustees who attend the Congress Committee meetings.