

NET Organising Committee

The driving force and creativity for the NET conference comes from the Organising Committee. The committee members are chosen for their knowledge and standing within the healthcare education community. The reputation and experience of committee members make a vital contribution to the academic credibility of the conference.

The Organising Committee

The Organising Committee (OC) has a core membership of a minimum of five people, including at least one member from outside the UK.

OC members are expected to:

- be actively involved in all aspects of the strategic direction of the conference and contribute to the continual enhancement of the conference experience and its reputation;
- inform the call for abstracts and actively promote this through their institution and via their local, regional, national and international networks;
- commit to playing a full part in planning the event and to being visible ambassadors for the conference within their own institution, region, country and also internationally.

The term of office for committee members is a minimum of four, consecutive years and is renewable for a further four years. Committee members should give at least one year's notice about when they plan to stand down. OC members will not gain financially from the conference, nor will they be liable for any losses that the conference may incur.

Key responsibilities of OC members:

- Attendance at regular meetings via teleconference/video conference
 - Contribute to the overall strategy, planning and organisation of NET, suggesting ongoing developments and improvements to the reputation and experience of the NET conference
 - Participate in up to six telephone/video conference calls each year
 - Participate in one face-to-face meeting a year, if needed (Covid restrictions permitting and not required for international committee members who would join by video link)
- Membership of committee
 - Responsible for selecting new committee members and scientific panel members, and for mentoring convenors
 - Responsible for agreeing continued membership of committee members, as appropriate
- Speakers/workshop presenters
 - Suggest keynote speakers and other contributors to the conference, including sponsors
 - Where appropriate, make a preliminary approach to a potential keynote speaker/workshop presenter on behalf of the OC

- Support and work closely with a keynote speaker to ensure his/her presentation is relevant and appropriate for the NET international, multidisciplinary audience of healthcare educators
- Abstract selection
 - Comment on draft text for the call for abstracts and conference registration leaflets
 - Electronically disseminate call for papers and registration forms through institutional, regional, national and international networks, as appropriate
 - Actively promote the call for abstracts
 - Participate in the selection of abstracts for theme papers, poster presentations and symposia
- Responsibilities during the conference include:
 - Convening at least one theme group each day
 - Mentoring new convenors
 - Chairing conference sessions as agreed
 - Contributing to convenors' meetings
 - Actively networking and engaging with delegates, particularly those from outside the UK and those attending alone

Potential new committee members must be nominated by two senior healthcare educator colleagues, and must submit a CV and an expression of interest (EoI) to conference@advance-he.ac.uk. The EoI should be **no more than one side of A4** and include an indication of your commitment to NET, relevant experience in conference planning and organisation, what you would contribute to the OC and any ideas for enhancing future NET conferences.