

Call for nominations

Lead of the EFAD Conference Scientific Programme Committee

EFAD is looking for highly motivated dietitian to lead the EFAD Conference Scientific Programme Committee (ECSPC) for the EFAD Congress in 2023

Role

Leadership of the ECSPC will be for 2 years. The ECSPC lead role is the focal point for coordinating the scientific programme of the EFAD Congress. The successful candidate will chair the ECSPC meetings; have oversight of the EFAD Congress programme development, delivery, and evaluation; ensure good communications between the ECSPC, EFAD Executive Committee and EFAD Congress Organising Committee; and coordinate the ECSPC activities. The role is performed on a voluntary unpaid basis, but any approved expenses incurred on behalf of EFAD within the role will be reimbursed. The Lead of the ECSPC is entitled to have their EFAD Congress registration paid for their contribution to the conference.

Potential candidates are required to be nominated by an EFAD member association or higher education institute for their skills and experience in working on a scientific programme committee and their capacity to contribute to the work of the ECSPC. While the candidate does not necessarily need to be a member of an EFAD Member Association, this would be preferable.

Selection Criteria (essential)

- ▲ A qualification in nutrition and dietetics
- ▲ Proven experience in organising conference scientific programmes. Experience in undertaking, publishing and disseminating research
- ▲ Evidence of an established, wide network of dietetic researchers
- ▲ Nomination by EFAD member organisation



Selection criteria (desirable)

- ▲ Experience in evaluating scientific abstracts and judging for prizes
- ▲ Membership of an EFAD member organisation (or a Higher Education Institute eligible* for, and planning to apply for, EFAD Education Associate Membership when possible)

Selection process

- ▲ The Executive Committee will identify a selection panel from existing committee members.
- ▲ Following the close of nominations, the selection panel will independently review and assess each nomination against the specified selection criteria using the candidate supplied supporting documents.
- ▲ The selection panel decisions will be forwarded to the Executive Committee for approval.
- ▲ The Executive Committee decision is final, no further discussion with candidates or nominating organisations will be entered into.
- ▲ All candidates will be informed of the decision of the Executive Committee by email.

Nomination procedure

Nominations must be accompanied by a:

- ▲ Curriculum Vitae
- ▲ Letter of motivation including details of the skills that the applicant will contribute to EFAD and the ECSPC
- ▲ Reference confirming the candidate's experience in organising scientific conference programmes
- ▲ Letter of recommendation from an EFAD member National Dietetic Association or Higher Education Institute (HEI). Should an HEI's nominee be selected, that HEI will be expected to apply for "Education Associate Membership" of EFAD

Deadline for nominations – 30 April 2022

Please send your nomination, with all accompanying documents to secretariat@efad.org

* "Education Associate membership" is open to all Higher Education Institutions in Europe that are:

- ▲ recognized by the NDA member(s) of EFAD in their country (where these exist)
- ▲ teaching dietitians that are recognized by the National Legal Authority
- ▲ teaching (or working towards teaching) dietetics at the level described in the following standards at point of qualification:
 - European Academic and Practitioner Standards for dietitians
 - European Practice Placement Standards for Dietetics
 - Revised Dietetic Competence and the 6 Domains of Competency
 - European Pedagogic Standards for Dietetic Practice Placement Teachers



Additional information

The ECSPC is made up of at least 10 members from different areas of EFAD and areas of dietetic expertise/relevance. The ECSPC will have at least 9 meetings convened to ensure all aspects of the conference are built into the programme. Each EFAD Congress will have an ECSPC and each ECSPC will have a lead. The lead will be appointed for a two-year period and ECSPC ordinary members will have a minimum of 18-month appointment.

The purpose of the ECSPC is to develop a topical and high-quality scientific programme for the biannual EFAD Congress.

To achieve this role, the ECSPC will realise this through the following strategic objectives:

1. To support EFAD's mission and vision with respect to excellence in dietetic practice through their conferences, showcasing excellent practice in dietetics and nutrition and challenging European dietitians to enhance their practice.
2. To set-up small task and finish groups, as appropriate, to deliver the scientific conference programme
3. To coordinate the overall conference direction, proposals for plenary topics, symposia, workshops, and roundtable discussions and also for suggesting appropriate speakers, moderators, and roundtable leaders for the different sessions.
4. To coordinate communications with the EFAD Executive Committee and EFAD Conference Organisation Committee to ensure seamless preparation, delivery, and evaluation of the conference.

To support the ECSPC, EFAD will

1. Use its contacts to help the ECSPC in their work whenever possible.
2. Enable the ECSPC to use the EFAD website for internal and external communication. ECSPC will be responsible for keeping this information up-to-date.
3. Contribute to media coverage about the congress through EFAD's communication platforms (website, newflash, congress newsletter, social media).





The timetable of ECSPC activities will traditionally include:

- ▲ Early planning roundtable discussion on an early draft programme including topic themes and keynote speaker suggestions.
- ▲ Further details on programme sessions including workshops and sponsored sessions. Confirmation of keynote speakers.
- ▲ Abstract deadlines devised with suitable windows for ECSPC to perform review.
- ▲ Review and final decision on those abstracts selected for oral presentation in scientific programme and those for poster presentations.
- ▲ Final editing of abstracts for publication.
- ▲ Selection and coordination of judging for the best oral and poster presentations.
- ▲ Nomination of leaders for 'meet the expert' roundtable discussions and guided poster walks.
- ▲ Contributing a final ECSPC report to the conference evaluation.
- ▲ Liaison with Executive Committee and Congress Organising Committee to ensure smooth running of conference.





Nomination for the lead of the EFAD Conference Scientific Programme Committee

Nominee: _____

Nominating Association or Education Associate Member

Name: _____

Signature: _____

Name of person signing: _____

Position: _____

Nominations should be submitted on this form, with following accompanying documentation (all documentation to be written in English)

1. Curriculum vitae
2. Letter of motivation including details of the skills that applicant will contribute to EFAD and the ECSPC
3. Letter of recommendation from EFAD member (Full, Affiliate or Education Associate)
4. Reference confirming candidate's experience in organising scientific conference programmes

Deadline for nominations – 30 April 2022

Please send your application, with all accompanying documents to secretariat@efad.org