**ECFS Conference President
Background information & Job Description**

**Background information**

The ECFS Conference is organized by the European Cystic Fibrosis Society and a showcase for cutting-edge research and care of Cystic Fibrosis.

**The aim** of the Conference is to:

* Present the very best of international CF research
* Highlight new discoveries likely to have an impact on the future of CF care
* Facilitate debate and interaction between young and established investigators

**Objectives**

* Increase number of high quality abstracts and attract the best audience and speakers to the conference
* Spread knowledge and educate the audience with challenging sessions

With respect to the ECFS Conference organisation, the Conference President is a Member of the Steering Committee and the Scientific Committee whose responsibilities are:

* Prepare and present the best scientific Programme in accordance with current needs and newsworthy topics
* Develop and finalise the Conference Programme (including abstracts selection and allocation)
* Ensure the highest quality of scientific content/faculty and guarantee spread of knowledge and education of the audience

**JOB** **DESCRIPTION: CONFERENCE PRESIDENT**

**1. Main Duties**

* 1. The Conference President is an active member of the Steering Committee and Scientific Committee.

1.2 He/she is to attend the meetings of the Steering Committee and Scientific Committee. There are 2 Steering Committee meetings ahead of the conference (one in conjunction with the North American CF conference the year prior to the conference, and one mid February the year of the conference.

1.3 The Conference President is invited to attend the ECFS Board at the Summer Board meeting the year before the conference, the Summer Board meeting the year of the conference, and at the Winter Board meeting following the conference. In addition, the Conference President might be invited to report at the monthly ECFS Board teleconferences.

1.4 The Conference President actively participates in the official ceremonies of the conference and officially opens and closes the conference.

1.5 If not sponsored from another source, the Conference President is entitled to be refunded economy travel and accommodation expenses for all above mentioned meetings.

1.6 This is a non-remunerated position.

**2. Other Information**

2.1. The Conference President is appointed for 1 conference upon application.

2.2 The applicant is to suggest a Vice President for the conference at the time of application.

2.3 The applicant may suggest a destination for the conference at the time of application.

2.4 Much of the work is done by email, letter and telephone and supported by the ECFS office and the Professional Conference Organiser appointed by the ECFS.

**3. Conference President - person specification**

3.1 The nominee must be a senior clinician or scientist with significant experience in Cystic Fibrosis with an international reputation and must be resident in Europe.

3.2 He or she must be acknowledged by researchers and clinicians in the CF community as an expert in their CF field, with a track record of significant clinical, educational and scientific contributions.

3.3 He or she must be an active member of the ECFS who has already shown commitment to ECFS in terms of work for ECFS projects.

3.4 The nominee can be from either clinical or science background.

3.5 The nominee must have experience in organizing conferences / educational events.

3.6 The nominee must show willingness to work with people from different disciplines and countries. Previous evidence of team working nationally and internationally will be important.

3.7 Good communication skills are important and the ability to communicate in English is essential.

3.8 The nominee must declare that there are no conflicts of interest with the aims of the ECFS.