



## Conference Planning Committee Charter

ELEVATE PX is the largest independent, non-provider or vendor related event bringing together the collective voices of healthcare professionals across the globe to convene, engage and expand the dialogue on improving patient experience.

### Purpose of Planning Committee

The Beryl Institute conference planning committee advises on content, format and logistics to help ensure the conference remains a relevant and enjoyable experience for participants.

### Responsibilities

The Planning Committee is actively involved in the following areas in addition to other activities that may arise during conference planning.

- **Program Evaluation**
  - Review submitted proposals, provide feedback and participate in final selection process for conference breakout and poster sessions.
  - Research and/or provide feedback on potential keynote and/or pre-conference workshop presenters.
- **Venue/Location Selection**

Review list of potential event locations compiled by The Beryl Institute and provide feedback based on accessibility, available timing, likelihood to attract participants, layout and amenities.
- **Innovation**

Recommend and/or evaluate ideas to improve or enhance the conference experience
- **Event Promotion**

Consult The Beryl Institute staff on best ways to effectively market conference to increase participation and industry awareness.
- **Event Hosts**

Committee members may be asked to introduce sessions, participate on panel discussions or serve in other event hosting capacities at either the in-person or virtual event.
- **Onsite Assistance**

Volunteer during conference to assist with such things as greeting participants, room monitoring and introducing speakers.
- **Exhibitor Outreach**
  - Propose guidelines for exhibitor acceptance/participation to ensure relevance and access to PX community.
  - Assist in identifying applicable exhibitors/sponsors to ensure exhibit areas include breadth of PX services.
- **Post-conference Review**

Review post-event participant feedback and participate in debrief session to discuss feedback and make recommendations for future events.



## **MEETINGS**

The committee meets virtually 4-6 times per year, although additional meetings may be necessary during the heaviest planning periods (June – August and January-March). If a member misses a meeting, they are asked to watch the meeting recording and respond to their committee liaison with thoughts on any discussion items. In addition, members are periodically requested to provide feedback via email and/or online survey tools. Sub-committees may form as needed.

Members are required to attend ELEVATE PX, either in-person or virtually. A conference debrief meeting is held onsite following each year's conference. Virtual participants may attend via Zoom. To show our appreciation for participation, all Conference Planning Committee members receive complimentary registration to the event.

## **COMPOSITION**

### **Membership**

- The committee shall consist of up to twenty (20) individuals who are members of the Institute.
- Members must express their interest via online application or be invited by The Beryl Institute staff based on leadership involvement within the community or through willingness to volunteer time to advise in this capacity.
- For consideration, applicants must have participated in a minimum of two past conferences from The Beryl Institute.
- Special consideration is given to ensure representation from each of the Institute's sub-communities and boards/ councils.
- Members will hold their positions for a two (2) year term. Members shall be eligible for re-appointment for three (3) consecutive terms for a total of six (6) years of consecutive service.
- After six (6) years of consecutive service, committee members terms will end. Individuals can reapply to join the council after a two-year period.
- Approval of participation in the committee is at the discretion of The Beryl Institute.
- Removal from the committee is at the discretion of The Beryl Institute based on conduct or actions of a committee member such as, but not limited to violating member confidentiality, elevating negative discourse or creating a hostile or harmful environment.

### **Leadership**

- The committee is led by two (2) Co-chairs. Co-chairs are invited by the Institute leadership team and serve a two (2) year term.
- The committee is supported by a liaison from the Institute team.
- Co-Chairs help conduct all meetings in collaboration with the Institute liaison, help establish the agenda and ensure committee member adherence to the Charter.
- Co-Chairs facilitate decision making on issues brought forward to the committee.

## **CHARTER**

This Charter will be reviewed and adopted on an annual basis in conjunction with the council members, Staff Liaison and The Beryl Institute senior management team.