

Conference Committee



1. Purpose and Scope:

To plan and implement all aspects of the current year's annual conference and provide preliminary planning for the next year's conference.

2. Key Functions:

- 2.1 To assist with choosing the location of future annual conferences.
- 2.2 To select and promote a conference theme that is relevant to national issues in addiction medicine.
- 2.3 To identify, solicit and select speakers that can support and promote the conference theme and that are regionally and nationally recognized.
- 2.4 To provide a forum for national and international researchers and clinicians to present original research.
- 2.5 To educate health professionals, promote and disseminate best practice, convene tables of dialogue, and build consensus advocating for meaningful, evidence-based change.
- 2.6 To promote CSAM-SMCA as an organization and to assist with financially supporting the organization.

3. Organization:

- 3.1 Conference Committee Membership: Membership will be made of the current and past president, with a minimum of 2 board members, one or more of whom will act as chair or co-chair.
- 3.2 Reporting and Accountability: The Conference Committee will report to the Board of Directors on an as-needed basis and the chair(s) will report to the membership at the Annual General Meeting.
- 3.3 Meetings: Virtual meetings of the Conference Committee will be held at least every sixty days.
- 3.4 Chair: The Conference Committee will be chaired or co-chaired by a board member who has experience sitting on the committee. The chair(s) must be approved by the Board of Directors yearly.
- 3.5 Conference Committee meeting minutes will be available to all Conference Committee participants.
- 3.6 All Conference Committee members will chair a conference subcommittee except the president and past president and the chair or co-chairs.
- 3.7 Conference Committee members will be awarded a 100% discount on annual conference registration if they participate in conference planning for the full year and attend 80% of meetings, or at the discretion of the chair(s). Conference chair(s) will have registration fees waived and have hotel expenses covered by CSAM-SMCA. Conference subcommittee members will be awarded a 50% discount on annual conference registration at the discretion of the chair of each subcommittee, based on participation.
- 3.8 There will be at least one conference subcommittee dedicated to promotion of the health of Indigenous Peoples, with a focus on assisting the conference to follow the TRC recommendations.
- 3.9 There will be at least one conference subcommittee dedicated to the promotion of allied health research and clinical programs as well as the participation of allied health addiction medicine professionals.

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4. Conference Ethics:

- 4.1 The code of conduct will be reviewed yearly and concerns about breaches of the code of conduct will be discussed with the conference safety subcommittee as well as the chair(s). All Conference Committee and subcommittee members must abide by the code of conduct.
- 4.2 Decisions about conference sponsorship will be made by the sponsorship subcommittee in conjunction with the conference chair(s). All sponsors must adhere to the sponsorship guidelines.
- 4.3 All abstracts must be reviewed and approved by the Scientific Review Committee. Abstracts for the scientific program cannot be accepted without approval from the Scientific Review Committee, with the exception of keynote abstracts and invited presentations which must be reviewed by the chair(s).
- 4.4 All Conference Committee and subcommittee members must sign the COI form and disclose any conflicts of interest.
- 4.5 Conference Committee and subcommittees must enable members to participate professionally as their full selves, including if they choose to disclose lived experience. Voices of people with lived experience are welcomed at all levels of conference committee leadership.