



Co-hosted by:



AFPC CPERC 2022 Working Group Terms of Reference

Name of Committee:

Canadian Pharmacy Education and Research Conference (CPERC) 2022 Working Group

Purpose:

To plan and coordinate the educational sessions for CPERC, being held in St. John's, Newfoundland and Labrador, June 13-17, 2022 at the [Sheraton Hotel Newfoundland](#). The education sessions will be held on June 15 & 16, and a post-CPERC symposium on June 17. CPERC 2022 is co-hosted by Dalhousie University (Dal) and Memorial University (MUN).

Reports to:

AFPC Education Committee

The AFPC Executive Director, on behalf of the working group, shall provide a written report in advance of the Council of Faculties' midyear (January 2022) and annual (June 2022) meetings.

Chair:

The Co-chairs of the CPERC 2022 Working Group are Heidi Framp, Dalhousie and Beverly FitzPatrick, Memorial.

Working Group Members:

The Co-chairs shall seek 2 additional members from both host universities. The AFPC Executive Director, as well as the Chairs of the AFPC Council of Faculties, Education Committee and Research Committee will also be members. Additional members should include 1-2 members of AFPC's Education Committee. The working group should consist of between 10-12 members including the Chairs.

Staff Liaisons / Support Persons:

AFPC Executive Director and Executive Assistant

Responsibilities:

The **WORKING GROUP** will be responsible for planning and coordinating the educational program for CPERC 2022. Individual members may be assigned to lead specific components of the educational program, which include:

- CPERC education sessions program

- work with the Executive Director to establish schedule for sessions (using established templates), including number of mini-sessions and AFPC Special Interest Group (SIG) education sessions
- work with AFPC staff to develop CPERC program documents for website and marketing (e.g., see CPERC 2019 Edmonton [program-at-a-glance](#), [detailed program](#) and [sessions information](#) document; and [CPERC 2021 virtual conference detailed program](#)).
- request PDF copy of all presenters' slide presentations, for posting in CPERC platform. and facilitate slides being ready to present during CPERC
- NOTE: it is recommended that one WG member assume the responsibility for requesting slides from all speakers for all sessions, as well as facilitating the slides being ready to present at CPERC (i.e., slides for all keynote, plenary, mini and SIG sessions). In addition, one WG member should assume responsibility for preparing the notes to introduce all the speakers.
- Plenary / Keynote sessions:
 - identify topics and speakers, with input from the Education Committee
 - work within allotted budget for speakers as advised by AFPC Executive Director
 - invite speakers and inform them of what is covered (e.g., honorarium, travel)
 - request session overview, biography and presentation requirements from speakers
 - assign session moderators and prepare notes to introduce session/speaker
- Concurrent Mini-Sessions and Special Interest Group (SIG) sessions:
 - two Working Group members to assist Education Committee in reviewing/ranking abstracts for oral presentations
 - group abstracts into themes and determine schedule/format for presentation
 - assign session moderators and prepare notes to introduce session/speakers
- Roundtable sessions:
 - identify topics and table facilitators, with input from the Education Committee
 - prepare format document for facilitators
 - invite facilitators and request summary of session and key discussion questions
 - work with AFPC staff to prepare Roundtable content to be included in Sessions Information document, similar to [2019 document](#)
- Research posters:
 - NOTE: the AFPC Research Committee is responsible for reviewing/accepting poster abstracts and judging for best student posters during CPERC. The AFPC Education Committee is responsible for judging posters for the Educational Scholarship Award.
 - CPERC Working Group chairs to liaise with the Chair of the AFPC Research Committee to recommend which oral presentation abstracts that were not accepted as mini or SIG sessions should be considered for poster presentations.
- Other:
 - work with AFPC staff to prepare online booklet, similar to [2019 Sessions Information](#) document (e.g., of mini-session abstracts, SIG session abstracts/overviews, roundtable sessions)
 - assess proposals for potential post-CPERC symposia, and recommend which proposals, if any, should be accepted
 - review evaluation results from CPERC 2019 and 2021 delegates
 - prepare CPERC 2022 evaluation survey, using 2019 and 2021 templates
 - support AFPC staff in promoting the conference to faculty members
 - identify and assign 3-4 individuals to assist at the registration desk and poster setup
 - suggest potential sponsors.

AFPC STAFF will be responsible for the logistics of CPERC 2022, including:

- Budget, promotion and registration:
 - prepare CPERC 2022 budget for Board approval, and monitor revenue and expenditures
 - prepare sponsorship package and contact potential sponsors
 - select vendor for CPERC registration/abstract software
 - manage/monitor registration of delegates
 - promote CPERC 2022 to AFPC members and non-members
- Confirm venue/hotel for CPERC 2022:
 - manage RFP process for quotes on venue/hotel
 - sign contract for bedrooms and meeting space
 - monitor bedroom pickup rates
- Liaise with venue manager for:
 - food/beverage orders
 - room setup, audiovisual needs and poster boards
 - logistics for awards banquet
 - meeting room space for auxiliary meetings (e.g., Board, Councils, AFPC committees/SIGs, stakeholder joint officers)
- Coordinate process for abstracts:
 - issue call for abstracts for posters, oral mini sessions and oral Special Interest Group (SIG) sessions in fall 2020, with deadline for submission of February 15, 2022, and notification of accepted posters by March 31, 2022.
 - send abstracts for oral for mini and SIG sessions presentations to Education Committee and two Working Group members to review and rank
 - send abstracts for poster presentations to Chair of Research Committee for peer review
 - confirm with Research Committee Chair which oral abstracts that were not accepted for SIG or mini sessions will be offered to present a poster
 - contact all abstract submitters regarding acceptance/rejection
 - contact concurrent mini-session and SIG presenters to schedule presentation time and provide details on presentation format
 - provide poster presenters with logistics regarding poster sessions and eligibility for awards
 - prepare online Poster Abstracts booklet, which includes all the abstracts to be presented in 3 categories, similar to [2019 poster abstracts](#).
- Develop and update conference materials, including:
 - website documents and marketing materials, (e.g., program-at-a-glance and detailed session information)
 - two online booklets, one for oral presentation abstracts (SIGs and mini sessions), roundtable and faculty updates sessions, and the second for research abstracts, in collaboration with CPERC 2022 Working Group and Research Committee
 - printed CPERC program-at-a-glance
 - signage and on-site materials
 - speaker agreements
 - inform CPERC delegates of availability of online documents (e.g., poster and session abstracts, slide presentation PDFs)

- Manage the logistics for the Awards Gala Banquet, in collaboration with the Chair of the Awards Committee, including
 - issue call for awards and promote to faculties
 - inform award winners and nominees who were not successful
 - prepare awards booklet of winners with bio/photo, and slide presentation for gala
 - manage food/beverage orders
 - invite award winners to present a poster of their research/innovation.

Terms of Office:

Working group members will be appointed on an annual basis, from fall 2021, and shall serve until September 2022.

Frequency of Meetings:

The working group shall convene at the call of the Chair and will meet by teleconference as often as required. Business of the working may be conducted by e-mail. They may also meet face-to-face at CPERC 2022.

Quorum:

Quorum will consist of at least half of the working group.

Voting:

Working group decisions will normally be made by consensus. If a vote is required, the decision will be made by a simple majority. In the case of a tie, the Chair will cast the deciding vote.

Operating Budget:

Funds are provided to cover the cost of meetings. Additional funds must be requested through the annual operating budget process.

AFPC does not cover travel expenses or conference registration for any CPERC Working Group members.

However, there are two exceptions: 1) the student member of the WG will be provided with complimentary conference registration at the student rate; 2) two nights hotel stay will be considered for the MUN Chair of the WG if the Chair's faculty will not cover the costs and daily travel to the hotel will be a challenge given the long days.

Approved by CPERC 2022 Working Group: November 9, 2021

Approved by AFPC Council of Faculties: December 2, 2021