

Scientific Organiser for a Nutrition Society Conference: Role Requirements

- Select Venue for conference, welcome drinks reception and conference dinner (with support from the Nutrition Society staff)
- To develop the programme with support from the Science Committee
- Informally to invite speakers once the programme has been approved by the Science Committee
- To provide background information for promotion of the conference
- To review abstract submissions for the Original Communication sessions
- To produce the running order of the Original Communication sessions
- Draft, with the support of the Conference Manager, the relevant documentation to gain AfN and BDA CPD accreditation.
- To provide chairs for each Plenary Lecture, Symposium and Original Communication session
- To invite the chairs with support from the Society staff
- If required, to arrange entertainment for the conference dinner
- To provide a welcome letter for the programme booklet
- To provide local information for the Society to distribute to delegates and speakers
- To arrange a maximum of 6 local volunteers to assist in the running of the conference