# ACDIS Conference Committee: Scope of Work

# ACDIS Contact

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# Purpose and Terms of Service

## Objective

The Association of Clinical Documentation Improvement Specialists’ (ACDIS) Conference Committee and Symposium Planning Committee works with the ACDIS administration to provide recommended educational topics, assess speaking proposals, and review conference submissions for the annual main national convention and for the focused Symposium event to align the annual educational and networking event with the association’s core mission, the diverse needs of its membership, and the changing needs of the industry.

## Essential responsibilities

* Provide advice and insight to the administration regarding industry trends and educational needs of CDI professionals.
* Contribute to meeting dialogue by providing educational recommendations and event considerations to fellow committee members.
* Join fellow committee members and ACDIS staff on conference calls to discuss ongoing conference projects and potential opportunities.
	+ Note, the conference committee meets every other Friday in July, twice in September, holds multiple meetings in October, and maintains a rigorous regime of both meeting and offline required activities. Participants should have full support of their administrators and other staff before volunteering.
* Assist with developing educational tracks.
* Select all conference breakout speakers, subject to final review and approval by ACDIS administration.
* Select ACDIS Achievement Awards winners

## Code of professional conduct

Volunteer members for both the national Conference Committee and the Symposium Planning Committee are expected to exercise professionalism, diplomacy, and discretion when conducting all committee work. Professionally, committee members should hold themselves to the guiding principles of the ACDIS Code of Ethics.

When topics of discussion arise on which the committee members disagree, members are expected to treat one another with respect and dignity. Committee members should leave their personal biases at the door and bring an open mind to discussions.

Should a conference committee member submit a presentation proposal, they should step away from the meeting when their proposal is under review to allow the other committee members to evaluate the content without bias.

If a committee member is assigned a task which they are either unable to complete or do not feel comfortable completing, they should contact the committee coordinator immediately to ensure the work is covered.

Committee composition

The national Conference Committee will consist of roughly 16 members, including:

* Three members from the previous year’s Conference Committee to ensure continuity of practice and oversight. These members will be chosen by the administration.
* Three ad-hoc members of the ACDIS Advisory Board, typically those who are currently in their last year of board service, to serve as liaisons between the committee and the board and to provide feedback and oversight to the committee.
* A group of 10 individuals with diverse backgrounds that broadly reflect the composition of the ACDIS membership and the CDI profession at large.
* One ACDIS national staff member. The ACDIS staff member will facilitate meetings (i.e., set up the conference calls), set meeting agendas, and follow up on the committee’s progress on various tasks as assigned between meetings to ensure the meetings run smoothly and everyone comes prepared.

The annual Symposium Planning Committee may consist of up to 13 members, including:

* Two members from the previous year’s Symposium Planning Committee.
* Two ad-hoc members of the ACDIS Advisory Board to serve as liaisons between the committee and the board
* Six-to-eight individuals with diverse backgrounds that broadly reflect the composition of the ACDIS membership, the CDI profession at large, and the Symposium content focus area (i.e., CDI efforts in outpatient settings).
* One ACDIS national staff member. The ACDIS staff member will facilitate meetings (i.e., set up the conference calls), set meeting agendas, and follow up on the committee’s progress on various tasks as assigned between meetings to ensure the meetings run smoothly and everyone comes prepared.

ACDIS members in good standing may apply to serve on the committee. For additional information, please contact Melissa Varnavas at mvarnavas@acdis.org.

## Term duration and prerogatives

Conference Committee and Symposium Planning Committee memberships will be evaluated annually, and reappointment decisions will be rendered based on editorial needs, the given committee member’s past contributions, and continued desire to serve. Volunteers for the national Conference will be sought at the beginning of each June with responsibilities beginning later that same month. Volunteers for the Symposium Planning Committee will be sought each January with duties typically beginning in February.

Those needing to step down from volunteer duties due to a change in position, family obligations, or other matter may do so at any time but should provide 30-day advance notice to the coordinator to maintain continuity of the group and to allow a replacement volunteer to be identified.

Any volunteer who does not fulfill the expectations of the committee and does not communicate with ACDIS administration in a timely manner may be asked to step aside to allow a new volunteer to be chosen to maintain the continuity of the work.

In return for their important work, active committee members will receive the following benefits for the duration of their service:

* Public recognition on the ACDIS website’s [Boards and Committees](https://acdis.org/membership/boards) page, as well as attribution in published articles and materials.
* Discounted and/or complimentary access to products such as ACDIS books or webinars at the discretion of the coordinator and ACDIS administration.
	+ Requests for such discounts should be made to the committee coordinator via email.
* 50% off the lowest price (e.g., ACDIS member price + early bird) to the national conference/Symposium. Please note that committee members are responsible for their own travel and accommodation expenses.

# Scope of Work and Process

The Conference Committee and Symposium Planning Committee will meet on an ongoing basis to discuss the selection of conference tracks (the number of tracks and topics for these areas of concentration) as well as must-have sessions related to these topic areas. Volunteers will review and evaluate all speaker proposals in a non-biased fashion with the oversight of the ACDIS administration and work collaboratively to choose final speakers for the annual live events.

***Note:*** All descriptions of review activities, including projected timeframes, are approximations. The scope of each committee’s work may vary between seasons due to the proximity to the conference dates, changing editorial needs, and CDI industry trends. That said, the coordinator will work to modulate the expected due dates for materials as necessary to ensure the committee’s workload remains balanced and manageable throughout the year. Please also note that volunteering for either committee does require roughly a full year of service and, at times, may require several meetings per week or multiple meetings per month. Volunteers should have the support and backing of their manager/administrative team before stepping forward to serve.

## Task 1: Establishing Session and Track Recommendations

ACDIS administration will provide committee members with the previous year’s list of tracks and suggested topics and organize roughly two, hour-long virtual discussions for each committee to finalize recommendations for the following year’s events.

Volunteers will review previous year’s tracks and suggested topics as well as the past year’s attendee evaluation reports to identify growth opportunities for education and networking.

During regular meetings, committee members will discuss their own experiences, identify related research and trends, and bring forward discussion of needed education and networking efforts to the team. The group will then finalize track and session suggestions. The ACDIS administration will publicize this information in its call for speakers for the national conference and the Symposium respectively.

## Task 2: Review speaker applications

For the national conference, the ACDIS administration will work with its third-party online assessment tool coordinator to update application requirements pursuant to the Conference Committee’s suggestions. The ACDIS administration will train incoming committee members regarding use of the online assessment tool and set reasonable expectations for accomplishing reviews of speaker applications.

Committee members will use the online assessment tool to evaluate speaker experience, proposals, and potential for educational efficiencies. This requires several hours of offline time as well as several potential hours of committee meetings to allow robust discussion of each speaker application and its ability to meet the need of conference attendees.

Should concerns arise, further discussion may occur at the next committee meeting for additional review.

For the Symposium, the ACDIS administration will work with the Symposium Planning Committee to establish processes and procedures with respect to collecting speaker presentation proposals and evaluation of submissions via online survey analysis and other tracking methods. ACDIS administration will assist volunteers in training needed to accomplish evaluation tasks.

## Task 3: Finalize speaker selection

Volunteers shall work with the administration to make final decisions regarding speaker selection. These selections shall be based on the merits of the application and the speaker(s) ability to meet the needs of the attendees.

The ACDIS administration reserves the right to retain a certain number of speaking time slots to provide information regarding the association and to meet emerging content needs.

## Task 4: Poster presentation selection

Both the ACDIS national conference and the Symposium also offer opportunities for poster presentations which provide attendees with more personal interaction and networking related to a narrow field of focus. Speakers not chosen for the conference stage may opt to amend their application and re-submit for a poster presentation. ACDIS typically has space for up to 40 presentations in this category for the national event and up to 20 for the Symposium.

If the need arises, ACDIS administrators may review the poster applications to ensure a diversity of topics, facilitate collaboration in the occasion of topic overlap, and seek to maintain the highest level of quality in the presentations provided.

Volunteers may, if the need arises, follow a review process similar to that used for speakers and meet at least once to discuss their reviews and finalize selections.

## Task 5: ACDIS Achievement Award nominations

ACDIS Achievement Award nomination and selection process pertains to the main, national conference event only. The Conference Committee will work with the ACDIS administration to determine criteria for its annual “CDI Professional of the Year” award and other associated honors.

Once criteria are set, ACDIS administration will publicize these criteria and collect nominations via its online submission process.

Conference Committee members will review these submissions and discuss their findings over several meetings typically in January/February.

## Task 6: Onsite duties

Volunteers are not mandated to attend the event. However, those who chose to do so receive 50% off their admission to the conference. Volunteer attendees will receive a ribbon distinguishing them as a committee member and will be recognized by the ACDIS administration during opening remarks.

Volunteers are encouraged to meet with each other socially and to engage with attendees regarding their experiences on the committee.

## Ongoing duties

Although each committee’s major activities center around the scheduled meetings, committee members are encouraged to remain engaged in their work throughout the year. The following are key ways to keep active:

* Notify the coordinator when something on the ACDIS website appears to need updates.
* Bring forward “hot topics” to ACDIS administration for future coverage editorially or otherwise.
* Submit forms and tools (i.e., sample policies, query forms, job descriptions, educational materials, etc.) for consideration on the ACDIS website.
* Look for gaps, discrepancies, and other potential deficiencies in ACDIS’ offerings and inform the committee coordinator of potential opportunities for committee work.
* Share suggestions for improving the effectiveness and efficiency of the committee’s work.

Please direct all feedback to ACDIS Associate Editorial Director Melissa Varnavas at mvarnavas@acdis.org.