

## 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 works with the ACDIS administration to provide recommended educational topics, assess speaking proposals, and review conference submissions 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

Conference Committee members 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 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 to 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, plus:
  - 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](mailto:mvarnavas@acdis.org).

### Term duration and prerogatives

Conference Committee membership 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 will be sought at the beginning of each June with responsibilities beginning later that same month.

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 at least 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](#) 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 conference as well as free admission to the Closing Night Reception on the final day of the conference. Please note that committee members are responsible for their own travel and accommodation expenses.

## Scope of Work and Process

The Conference 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. The Conference Committee will review and evaluate all speaker proposals in a non-biased fashion with the oversight of the ACDIS administration and work collaboratively to choose between 50 and 60 final speakers for the annual live event.

**Note:** All descriptions of review activities, including projected timeframes, are approximations. The scope of the 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.

### 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 the committee to finalize recommendations for the following year.

Committee members will review previous year's tracks and suggested topics as well as the attendees' evaluation reports to identify growth opportunities for education and networking.

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

### Task 2: Review speaker applications

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.

### Task 3: Finalize speaker selection

The Conference Committee shall come together 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 select a certain number of slots to provide information regarding the association and to meet emerging content needs.

### Task 4: Poster presentation selection

The ACDIS national conference also offers 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.

The Conference Committee may, if the need arises, review the 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.

The committee 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

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

Conference Committee members are not mandated to attend the event. However, those who chose to do so receive 50% off their admission to the conference and complementary admission to the Closing Night Reception. They will receive a ribbon distinguishing them as a Conference Committee member and will be recognized by the ACDIS administration during opening remarks.

Conference Committee members are encouraged to meet with each other socially and to engage with attendees regarding their volunteer experiences on the committee.

### Ongoing duties

Although the Conference Committee's major activities will 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](mailto:mvarnavas@acdis.org).