

## **ISSCD Committee – terms of reference**

### **International Celiac Disease Symposium (ICDS) Committee**

The ICDS is the premier global scientific and clinical meeting focused on celiac disease and gluten-mediated human disease. The meeting is currently held every second year at venues selected by ISSCD and attracts world-leading experts in the field. English is the official language of the ICDS. Local organisers of the ICDS have traditionally been relatively independent and ISSCD has offered limited non-financial support. Those arrangements have fundamentally changed following the 2023 revision of the ISSCD Constitution (Section 11.2) which requires the establishment of a dedicated standing committee to support organizing the ICDS. The revised Constitution (Section 8.9) now allows ISSCD to underwrite the ICDS, which places an additional responsibility on the ISSCD Board to ensure all ICDS finances are well managed and should provide a surplus to support other ISSCD activities. In addition, the Governing Board may approve the appointment of agents, advisors, and employees with the authority to assist in organizing the ICDS.

Therefore, under these new circumstances, an ICDS Committee will be established comprising experts in the field encompassing clinical and scientific knowledge of celiac disease and patient association representatives with the objective of supporting all relevant aspects of the organisation of the International Celiac Disease Symposium.

#### **Role**

The role of the Committee is to advance the ISSCD's Objectives (ISSCD Statutes Section 2.1 and 2.2) in relation to promoting scientific knowledge, education and quality of care of patients as part of the International Celiac Disease Symposium.

#### **Remit**

Specifically, the Committee will:

- Develop, and periodically update a set of guidelines for organizing the ICDS to align with ISSCD objectives and reflect best practice and evolving needs
- Create and maintain a resource repository for organisers to ensure efficient set up and management of ICDS that meets the highest standards of scientific content
- Work with other ISSCD Committees and related professional organisations to select topics, themes and speakers for the ICDS
- Develop guidelines and policy recommendations for:
  - Country location
  - Event venue selection, including the bidding process and criteria for selection
  - Planning and organization guidelines, including timelines and key milestones
  - Role and engagement of professional conference organizers (PCOs)
  - Relationship between ISSCD, local organizing committees (LOCs) and PCOs, outlining roles, responsibilities, and expectations
  - Speaker identification and program development including format and content
  - Develop strategies for promotion of ICDS to ensure growing attendance either in person or by electronic means, which may include content translation into other languages to ensure a global audience.
  - Abstract submission and review process
  - Guidelines for engaging with sponsors and exhibitors
  - Finance management, including underwriting, budgeting, and reporting requirements with a focus on financial sustainability and profitability
- Work with LOCs and PCOs to support ongoing meetings
- Provide content for the ISSCD website, e-newsletters and social media channels

**Membership**

Members are:

- The Board will appoint the Chair of the Committee who would normally be the Local Organiser of the upcoming ICDS
- The Committee members would be recommended by the Chair and confirmed by the ISSCD Board
- The Committee will be composed of about eight members, including the Chair, but may be enlarged by agreement with the ISSCD Board

In attendance shall be:

- The Chair and Committee members
- ISSCD Board Members may attend the meeting as required
- Ad hoc appointees
- ISSCD administrators may attend the meeting as required

**Meetings**

The Committee will meet at least three times a year. The Committee may meet additionally to discuss specific issues at the request of the Chair. The Committee will report at least annually to the ISSCD Board. Meetings will be held online, except for meetings during the ICDS or other conferences. Notes and actions from meetings will be minuted.

**Committee member selection process:**

ISSCD members will be notified of Committee vacancies on the ISSCD website and/or by other electronic means. Expressions of interest for Committee membership will be reviewed by the Chairperson who will provide their recommendations to the ISSCD Board for final approval. The ICDS Committee would be expected to include members with relevant expertise such as in clinical and/or scientific aspects of celiac disease or in the broader fields of research, education, patient affairs and/or advocacy for celiac disease and human gluten-related disease. Committee members must be current members of ISSCD.

**Conduct**

Members of the committee will be formally announced on the ISSCD website and are not permitted to publicly promote themselves as members of the committee e.g. on third party websites or social media platforms. Committee members do not have authority to speak on behalf of or represent the ISSCD, unless authorised by the ISSCD Board. All members of the committee must complete a conflicts of interest and confidentiality form and at each committee meeting they must disclose any new conflicts of interest that may have arisen.