

## The Program Committee

Detailed guidelines for the work of the Program Committee including a detailed timeline appear in the Guidelines for the Annual Meeting (Blue Book) in Section III:  
GUIDELINES FOR THE PROGRAM COMMITTEE

In brief the duties of the Chair shall include the following:

- Convene the committee, typically by email.
- Review the existing call for abstract submissions and lunch sessions and revise and update this call for papers.
- Submit the revised call for submissions to the Secretary-Treasurer to be posted widely and published in the *Bulletin of the History of Medicine*.
- Conduct the business of the committee including in part
  - Collecting and reviewing submitted abstracts for research papers
  - Selecting the papers to be presented at the annual meeting, as well as a short list of alternatives
  - Notifying the presenters and verifying their intention to attend the annual meeting to present the paper
  - Compiling the papers of presenters into coherent panels
  - Establishing any plenary sessions, luncheon sessions or special symposia or sessions in consultation with the Local Arrangements Committee and the Officers of the Association
  - Selecting from AAHM membership appropriate individuals to serve as chairs for the paper sessions
  - Confirming the willingness of individuals to serve a session chairs
  - Setting the text of the program for the annual meeting and forward to the LAC for distribution
- Write a brief report outlining the activities of the committee and send it to the Secretary-Treasurer electronically ([aahm@kumc.edu](mailto:aahm@kumc.edu)) by March 15 for inclusion in the formal material delivered to the members of the Council prior to the annual meeting.
- The report to Council should include the following elements
  - A list of committee's members
  - Any recommendations for action to Council, which should appear in the form of a request for a motion before Council.
  - It is not necessary to include details on the deliberations of the committee unless they are relevant to the recommendation
  - A list of unfinished or new business that the committee would like to communicate to subsequent committees