

iHEA Toronto Program Committee Terms of Reference

Members

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1. Role

(a) Organized Sessions

- (i) The committee will solicit and make suggestions of high priority topics to be used in the call for organized sessions.
- (ii) It will select the sessions to be allocated organized session slots using – as a base – the on-line organized session review results. It may accept or reject sessions outright or combine sessions in cases where there are many sessions of similar topic.

It will consider:

- Cases where single individuals have multiple presentations in other organized sessions
- Quality of sessions
- Imbalance where one paper is significantly weaker than the others
- Participant reputation
- Importance of the session
- Ensuring that the breadth of health economic research is represented in the program

(b) Affiliate Sessions

The committee will review any submissions from affiliate associations. Where an affiliate submits more than one it will select one to be included in the program. It may make recommendations to the submitters to improve the quality of the session, however, it may only reject sessions where the quality is deemed to be of extremely low quality. At this point there are only 17 affiliates for 15 slots so it is unlikely that any will have to be rejected due to space (high quality submissions may be considered for an organized session slot).

It will consider:

- Cases where single individuals have multiple presentations in other organized sessions
- Quality of sessions
- Participant reputation
- Importance of the session

(c) Late Breaking Sessions

The committee will be charged with making time-sensitive decisions on late submission on topics of interest/importance. The committee should decide on how many sessions they would like to hold for this purpose. Dates will be set for releasing sessions to the conference inventory.

(d) Discussant Sessions

Once individual abstract review is complete the advice of the committee will be sought to consider which submissions should be in a "discussant session."

It will consider:

- Quality of the abstract (score from committee)
- Whether it is stale vs fresh research (disclosure statement)

(e) Training Sessions

It will make a recommendation for increasing the number, quality and breadth of training sessions. Sessions may be 1/2 day or full day. The committee will identify potential organizers of training sessions and encourage them to submit a proposal to the committee for approval according to the specified timetable.

(f) Other Appropriate Tasks

With the agreement of the committee it may also be assigned additional tasks related to program development.

2. Timelines

August 2010	List of high priority organized sessions
September 2010	Any available training sessions posted
November 2010	All training sessions due
December 2010	Selection of Organized Sessions
	Selection of Affiliate Sessions
January 2011	Suggestions for Discussant Sessions
March 2011	Release of half of unused late-breaker sessions
April 2011	Release of balance of late-breaker sessions