ASM Microbe Co-Chair Guidelines

Program Committee
The ASM Microbe Program Committee is comprised of eight scientific Tracks led by two Co-Chairs. ASM Microbe Program Committee members are invited to serve based on their expertise and knowledge. In this role, all members are required to act in the best interest of ASM in their efforts to produce the ASM Microbe scientific program. Individuals must be members of ASM to serve on the Program Committee.

Transparency and Scientific Rigor in all Presentations
Scientific presentations at ASM Microbe will be expected to transparently report a study's scientific rigor, including but not limited to the following: 1) experimental design; 2) methodology; 3) data collection; 4) analysis; and 5) interpretation and report of results. Other key components of scientific rigor include sample size, randomization, blinding, data handling plan, statistical analysis, and replication.

Co-Chairs Responsibilities
The Co-Chairs accept the overall responsibility for organizing the meeting program and communicating with the committee members. They are responsible for the scientific integrity of the program, which coincides with ASM’s overall strategic effort, Helping You Advance.

Co-Chairs will serve a two-year term. One Co-Chair will have clinical training in microbial sciences, while the other will offer basic science expertise to balance the needs of the committee. Terms will be staggered for consistency.

In addition to the duties outlined in the ASM Microbe Roles and Responsibilities, there are additional expectations for Co-Chairs:

Overall Expectations
- Serves as the overall thought leader/content experts for the Program Committee while working closely with the Track Leaders to ensure all needed scientific areas of the track are represented.
- Lead Co-Chair (the one rotating off in the current meeting year) trains and prepares the incoming Co-Chair.
- Appoints Track Leaders to appropriate Track.
- Monitors performance levels within the Program Committee and addresses when Track Leaders or members are not achieving expectations.
• Acts as the overall Program Committee representatives of the meeting, within and outside ASM.
• Collaborates with Cooperating Organizations and fosters new relationships.
• Reports directly to the ASM Meeting Strategy Committee and collaborates with the Council on Microbial Sciences.
• When needed, handles important issues that arise as presented by ASM staff or Tracks. Ensures an equitable outcome for all parties involved.
• Ensures that all Program Committee members act within a level of integrity when it comes to the scientific content of outside proposals, including involving outside proposal submitters in the session management if the proposal is accepted into the ASM Microbe meeting.
• Responds to questions and feedback from the ASM Track community.

Project Specific Expectations:

Session Content Development, including digital August Planning Meeting
• At the August planning meeting and throughout the planning process, facilitates and leads the overall session content management process as it relates to specific scientific areas to ensure the best science is presented at ASM Microbe.
• Attends bi-weekly conference calls with ASM staff to discuss issues and resolve issues that arise.
• Follows all policies and guidelines provided by ASM staff.
• Recommends topics and structure of the Opening Session and Keynote Session.
• Determines final decisions in relation to content selected for presentation in the ASM Microbe scientific program.
• Works closely with Track Leaders to uphold the scientific integrity of the meeting.

Abstract Review
• Attends trainings and webinars with reviewers and sets the tone for abstract review process.
• Serves as the final authority on issues that arise related to submitted abstracts.
• Responds to rejected abstract submitters if there are questions or feedback on the rejection.
• Monitors the creation of sessions to ensure deadlines are met.
• Reviews and approves final poster session assignments for the Exhibit and Poster Hall.
• If needed, reviews and determine abstract status for abstracts that have not been reviewed.
• If needed, assigns accepted abstracts into sessions.

ASM Microbe Meeting
• Acts as the ambassador of the ASM Microbe meeting.
• Leads the Keynote Sessions.
• Take notes of observations at the meeting and shares with ASM staff.
• Attend on-site Program Committee Debrief Meeting.