

a. Committees Overview

Standing Committees

There are 11 Standing Committees.

1. Communications
2. David Sackett Trial of the Year
3. Development
4. Education
5. Equity, Diversity and Inclusion
6. Fellows
7. Membership
8. Nominating
9. Program
10. Outreach
11. Student Scholarship

Terms

Terms shall begin at the end of each Annual Meeting.

Members may serve for five consecutive years. There must be a gap of 2 years between service intervals on the same committee before they can be reappointed to that committee. Members are eligible to serve on other committees once their term has expired. Concurrent participation in more than one committee is allowed. However, committee chairs must balance this with the desirability of having a broad representation of SCT membership on committees.

Members who move into a committee leadership position may be on the committee for a maximum of eight years. Including one year each serving as co-chair, chair, and past chair.

Chair

The President shall designate the Chair of each committee, who must be a member in good standing of the Society. Terms shall begin at the end of each Annual Meeting. It is preferred that committee chairs have served on the committee for three consecutive years immediately prior to becoming chair.

Typically, the incoming chair served as the co-chair the previous year. However, there may be circumstances where the President designates another person to serve as Chair.

The role of the chair is to:

- Select the committee co-chair in consultation with the incoming President and incoming President-Elect.
- Select committee members to fill vacancies. (See members selection process).
- Coordinate committee activities.
- Assemble agendas and items/issues to be discussed for committee meetings.
- Ensure issues are discussed and decisions reached.

- Strive to ensure diversity on the committees (specialty, racial/ethnic, location, etc.) through an examination of candidates from the Volunteer Portal and through individual outreach efforts.
- Encourage participation from all committee members.
- Maintain communication with committee members and SCT leadership.
- Keep a record of the proceedings of the committee. A committee secretary can be selected from the committee membership for this purpose.
- Provide a report of committee proceedings upon request to the President.
- Write an annual report of committee activities and recommendations to be reviewed by the Board of Directors.
- Serve as committee chair for one year.
- Continue to serve on the committee an additional year as past chair to assure continuity of institutional memory.

Co-Chair

The committee co-chair is selected by the incoming chair in consultation with the incoming President and incoming President-Elect. Thus, this process starts after the results of the election of officers are available. The co-chair must be a member in good standing of the Society. It is preferred that the committee co-chair will have served on the committee for at least two consecutive years immediately prior to becoming co-chair. The co-chair will serve for one year.

The role of the co-chair is to:

- Serve as committee co-chair for one year.
- Assure leadership development for the committee with the goal that the co-chair can be considered for chair the following year.

Members

Committee members assist the chair and co-chair in carrying out the responsibilities of the committee. All committee members must be members in good standing of the Society.

Every attempt should be made to maintain a multidisciplinary scope among the members of each Committee and to be consistent with the principle of diversity including such considerations as sex and gender identity, race and ethnicity, and career level.

Members Selection Process

The following process applies to all committees except the Nominating Committee.

1. The SCT Secretariat sends the new committee chairs a list of SCT members who indicated interest in participating in each respective committee based on the submissions in the SCT Member Volunteer Portal. Additional guidance is provided from the Secretariat to committee chairs regarding members who have volunteered for multiple committees.
2. The SCT Secretariat sends the new committee chairs a list of committee members from the previous year and identifies which members can continue on the committee and which have reached their term limit. The Chairs will contact committee members from the previous year.

Those whose term has expired will be informed. Those who are eligible to continue will be asked whether they wish to continue.

3. Each standing committee Chair is then responsible for selecting members to their committee. Members will be selected from existing members whose term has not expired and wish to continue and from new members to fill vacancies.
4. The chair confirms the committee roster for the upcoming activity year to the SCT Secretariat.
5. The SCT Secretariat sends invitations to those listed on the rosters to serve on the committee for the new year with a link to an electronic COI Policy and Disclosure Form to complete to formally accept the invitation.
6. Once the individuals have formally accepted the invitation, the database records are updated by the Secretariat. The web listing will automatically reflect the updated roster when the database is updated.
7. When updating committee members' database records, their membership status will be apparent to the Secretariat, who will inform the Chair of anyone whose membership has lapsed and contact the member to inform them that their membership must be renewed prior to official committee appointment.
8. **Size of Committees:** Apart from the Nominating Committee, which has the number of members set in the By-Laws, the size of individual committees will be left to the Committee Chair, in consultation with the SCT President. The number of members should be based on a) the number needed for effective operation of the committee, and b) the desirability of bringing in new members who wish to participate while maintaining adequate expertise from existing members. If needed, term limits can be waived, upon approval of the SCT President, in the event committee size is too small to operate effectively.
9. **Unanticipated Chair/Co-chair Vacancies:** If there is an unanticipated vacancy in a committee leadership position, it is the responsibility of the SCT President to fill the vacancy, in consultation with committee members.

As soon after the Annual Meeting as is practical, committee orientations are held before the committees begin meeting.

The Committee Chair works with the committee members to decide on a meeting schedule and relays this information to the Secretariat to add the meetings to the SCT Outlook calendar. As per Article II – Committees Section 6 of the SCT Bylaws: Each Standing Committee shall meet and organize as soon as practicable after its members are appointed.

Nominating Committee Members Selection Process

As per Article II – Committees Section 4 of the SCT Bylaws: the President shall appoint the Chair and members of a Nominating Committee prior to the annual election of officers. The Nominating Committee shall consist of seven (7) members of whom two (2) are the President and President-Elect, two (2) shall be appointed from the Board of Directors, and three (3) shall be appointed from the membership of the Society at large. Members of the Nominating Committee may not stand for election.

Fellows Committee Members Selection Rules

Members of the Fellows Selection Committee must be an SCT Fellow in good standing.

b. Communications Committee

The roles of the Communications Committee include:

- Promoting awareness of the Society through social media
- Informing the membership-at-large of Society activities via the newsletter.
- Periodically reviewing the design and content of the website to determine if the information it provides is current and can be found easily. Advising the Secretariat and Executive Committee of website revisions that are needed.

Two members will be selected by the Committee Chair to oversee two of the Society's primary communications platforms: the Society website and the social media activities. The Society Newsletter is the third primary communication platform, which is managed by the Newsletter Working Group. This group is comprised of members of the committee and the Newsletter Editor(s). The Newsletter Editor(s) will be chosen by the SCT President for a term of 1-year, with renewal allowed at the President's discretion.

Website:

The website serves a variety of functions for the Society, including:

- Communicating important events sponsored by the Society, such as the annual meeting and webinars.
- Historical information about the Society
- Video recordings of past keynote addresses
- Membership directory
- Portal to renew membership and donate to the Society.
- Portal for submissions for the annual meeting, such as workshops, roundtables, contributed sessions, invited sessions, and various awards.
- Information about the annual meeting and portal to register for the meeting.
- Society documents such as the constitution, bylaws and policies.
- Information about clinical trials from other sources.

The Communications Committee conducts a periodic review (preferably annually) to identify information needing updating. The Committee also may advise on the design and functionality of the website. This information is communicated to the Secretariat. Some updates to website content are handled by the Secretariat. Other updates require the services of a contracted web designer and are dependent on the availability of funds.

Social Media:

SCT supports use of social media to achieve the following goals:

- To reach a larger audience by disseminating news alerts and scholarly information in a rapid and effective manner.
- To boost the image of SCT as a trusted resource on issues pertaining to clinical trials and research.
- To promote understanding of clinical trials and research to the public.
- To encourage discussion among clinical researchers.
- To foster collegiality and camaraderie within the profession.

Newsletter:

The main purpose of the Newsletter is to inform the Society membership-at-large of Society activities. Other topics of interest to the broad clinical trials community may also be covered.

- The Newsletter Working Group is a subcommittee of the Communications Committee.
- The newsletter will be issued according to a timeline (see **6a Workplans and Calendars**) that will be reviewed and updated each year.
- The Newsletter Working Group will make the final recommendation of articles for the newsletter, obtaining the approval of the SCT President.
- The President will write a lead column for each newsletter but can delegate this to the Newsletter Editor or to another person on the SCT Executive Committee.

Newsletter Working Group:

The responsibilities of the Newsletter Working Group include:

- Collecting the content for the newsletter according to the timeline.
- Layout, proofing, and editing of the newsletter within one week of receiving all content.
- Sending the newsletter to the Secretariat for proof-reading with a goal of final distribution within a week.
- Upon approval by the Newsletter Editor, the Secretariat will upload the newsletter issue to the SCT website and distribute the newsletter via eblast to SCT members and nonmembers, as well as posted on social media.
- The newsletter will be formatted so that people can download the entire newsletter in PDF format.

The Newsletter Working Group is responsible for the review and approval of eblasts.

c. David Sackett Trial of the Year Committee

- The role of the David Sackett Trial of the Year (TOTY) Committee is to solicit nominations, review nominated trials, and select a winner for the award. The timeline for the committee can be found in **6a Workplans and Calendars**. The process to select the Trial of the Year includes:
- Soliciting nominations through the editor of Clinical Trials, and possibly from other professional journals.
- Soliciting nominations on the SCT website and through e-mails sent by the SCT Secretariat to current and past members.
- Nominations and accompanying materials are directed to the Committee Chair. A sample nomination solicitation is included in **6c Supplementary Materials**.
- Trials to be considered are those that best fulfill the following standards:
 - Improve the lot of humankind.
 - Provide the basis for a substantial, beneficial change in health care.
 - Reflect expertise in subject matter, excellence in methodology, and concern for study participants.
 - Overcame obstacles in implementation.
 - The presentation of the design, execution, and results is a model of clarity and intellectual soundness.
 - The peer reviewed trial publication date(s) (be that on paper or electronic) must be within the calendar year prior to the annual meeting.

Review of Nominations and TOTY Selection Process

Nomination Review Stage 1

- At the close of nominations, the committee meets to determine the eligibility of each nominated trial.
- The committee members then provide staff and/or the committee chair with any conflicts the committee members might have regarding each of the eligible trials.
- It is not expected that every trial be read in detail by every committee member, although this is of course welcomed. Each member is assigned to read up to 4 trials and nominations carefully.

Nomination Review Stage 2

- Each trial is carefully read by at least 3 reviewers.
- Assignments to read the nominated trial papers are distributed among committee members as evenly as possible.
- Each committee member is then responsible for reviewing and scoring their assigned trials using the criteria outlined by the committee on the scoring sheet by a designated deadline. Committee members enter the score on the electronic scoring form and write a (brief) review of high and low points in the “comments” section of the electronic scoring form. At least the abstract of the other

nominated trials also should be read. Comments should be brief, e.g., “innovative” or “exciting” topic, “sound but dull”, “innovative way to handle missing data”.

- The committee holds a second meeting to review the scores from the first round of reviews and determines a shortlist (~2-5 finalists, the exact number may vary depending on the number of submissions and the variability in round 1 scores) of trials to be reviewed by the entire committee

Nomination Review Stage 3 and Selection of the Winner

- All members read the finalist trials carefully.
- A conference call is held to determine the winner.
- The winner is notified as soon as possible following selection so they can make plans to attend the Award Ceremony at the SCT Annual Meeting.
- The chair will ensure that a press release is developed to announce the winner. The Secretariat will be responsible for distributing the press release to the media.
- If the winner is unable to present the trial at the upcoming SCT annual meeting, a replacement may be selected.

d. Development Committee

The purpose of the Development Committee is to raise funds, consistent with the professional integrity of the Society, to support educational and program goals.

Committee responsibilities include:

- Contacting past and prospective donors by the Chair/Co-Chair or a committee member designated by the Chair/Co-Chair. A sample solicitation that can be sent by e-mail can be found in **6c Supplementary Materials**.
- Following up with a personal phone call to a contact at the organization is encouraged.
- Identifying additional prospective donors and the appropriate contact within the donor organization.
 - Potential contacts can be identified by obtaining a list from the SCT Secretariat of SCT members who work in industry.
 - Members of academic institutions and coordinating centers, especially those who attend SCT meetings may be another source for sponsors.
 - Contacts should be coordinated with the Outreach Committee, which may also have identified organizations interested in collaborating with and supporting SCT.
 - Sponsorship of a particular aspect of the meeting, such as a keynote address, an award, a luncheon, etc. can be offered in consultation with the SCT President
- If a commitment for donated funds is made, it should be determined whether it is for a specific purpose or unrestricted.

It is recommended to start the solicitation process by the fall prior to the meeting. Some organizations may be willing to donate before the end of the tax year. Others may need to enter the donation into the budget for the coming year.

The SCT Secretariat will assist with

- Sending e-mails and follow-up letters to potential donors
- Finalizing the donor agreement after the organization/individual indicates they are willing to sponsor.

e. **Education Committee**

The Education Committee is responsible for:

- Soliciting, reviewing applications for, and selecting the SCT Pre- Conference Workshops and Roundtables held at the SCT Annual Meeting.
- Determining the scheduling of the workshops.
- Soliciting, reviewing applications for, and scheduling SCT webinars, which are typically presented on a quarterly basis.
- Serving as webinar moderators to introduce the webinar topic/title and faculty, as well as facilitate the Q&A at the end of the webinar.

The number of workshops that can be scheduled is limited by the number of rooms that SCT has contracted with the hotel. Typically, up to 4 morning and 4 afternoon workshops can be selected.

Pre-Conference Workshops are held on the Sunday morning and afternoon of the meeting. Typically, these are 4-hour workshops, but 2- and 8-hour workshops can also be considered.

Following opening of meeting registration, a monthly report of workshop registration is compiled by the Secretariat and sent to the Executive and Education Committees monthly after registration opens. The Executive Committee will discuss the viability of continuing to hold the workshop with the Education Committee if registration is too low.

Roundtables are held at the Monday luncheon of the meeting. The number of roundtables to be held is determined by the SCT President.

The timetable for Education Committee operations can be found in **6a Workplans and Calendars**.

An example of a request for applications for pre-conference workshops, roundtables and webinars can be found in **6c Supplementary Materials**.

The SCT Executive Committee and Board of Directors will determine a budget each year to be available if a workshop presenter requests travel funds. The Committee Chair will review and approve such requests. See **4i Speaker Reimbursement Policy**.

f. Equity, Diversity and Inclusion Committee

The Society for Clinical Trials (SCT) Equity, Diversity, and Inclusion (ED&I) Committee is established to promote and drive advocacy for EDI issues across the SCT. It is part of the Society's strategy to foster diversity, equity, and inclusion as imperatives in all aspects of the operations of the Society, including in membership, meeting planning, leadership, advocacy, and in matters related to the SCT journal (currently Clinical Trials).

The responsibilities of the committee include:

- Serve as liaisons to other SCT committees, in order to ensure best practices in diversity and inclusion are upheld throughout the Society's practices.
- Collect and maintain information to help characterize the diversity among SCT membership in collaboration with the Membership Committee.
- Promote open and honest dialogue among SCT members.
- Promote equity, diversity, and inclusion among clinical trials participants.
- In collaboration with the Outreach Committee, partner with external organizations to promote equity, diversity and inclusion more broadly.

The Committee also oversees the Equity, Diversity and Inclusion Early Career Award. Applicants for this award are considered to receive a travel award to attend the annual SCT meeting.

Applicants involved in any aspect of clinical trials methodology, development, conduct or dissemination may apply including but not limited to:

- behavioral sciences
- ethics
- systematic reviews and meta-analysis
- health economics
- health professionals
- information systems/data management
- mixed methods
- patient advocacy
- qualitative research
- biostatistics
- trial management

Priority will be given to applicants who are early in their career with an interest in pursuing a career in clinical trials. Early career is defined as one or more of the following:

- Within 5 years of their most recent degree (taking into account pauses in career or periods of flexible working)
- Within 5 years of completion of post-graduate training (e.g., residency or fellowship) after a terminal degree.
- Currently pursuing a graduate degree in a relevant field (e.g., epidemiology, biostatistics, statistics, data science, computer science, medicine, nursing, pharmacy, dentistry, social science).

Eligibility for this award will be guided by the definitions of underrepresented groups in biomedical research. As such, to be eligible, applicants must identify with at least one of the following: Black or

African American; Hispanic/Latino ethnicity; First Nations or Indigenous; Alaska Native, Native Hawaiian, or other Pacific Islanders; or citizen of a low- or middle-income country.

The number of awardees and the amount of the award is determined each year by the Board of Directors. Historically, the approved budget has been sufficient to select 3 to 5 winners each year.

The specific responsibilities of the Chair and the Committee for this award program are as follows:

- Prepare an announcement of the Early Career Award competition for distribution with other annual meeting materials.
- Organize publicity to maximize the population of potential applicants.
- The chair will receive from the Secretariat following the closing of submissions all the applications and supporting documentation. These will then be distributed to the Committee for review.
- The eligibility status of everyone submitting an application must be verified. For this purpose.
- The chairman is to notify Committee members and Society Secretariat of the applicants selected for the travel award. An applicant cannot win the award more than once.
- Notify in writing all applicants, both those accepted and those rejected, of the outcome of the Committee's review.
- Work with the Secretariat to obtain head shots and brief biographical sketches of the applicants, which may be included in the newsletter, the Program book and the website.
- If possible, organize a meeting with the awardees at the Annual Meeting.

The committee is also responsible for facilitating mentorship opportunities for Early Career Award recipients.

g. Fellows Committee

The primary purpose of the Fellows Committee is to solicit nominations, review nominees, and select recipients for the award. Members of the Fellows Committee are Fellows themselves.

The following criteria and processes have been established by the Society for Fellows.

- President, President-Elect, Secretary and Treasurer are not eligible until their terms expire.
- Evaluation Criteria: The Fellows Committee will evaluate each candidate based on their service to the Society and contributions to the advancement of clinical trials in one or more of the following areas:
 - Important contributions to clinical trials in the areas of information technology, data management, data quality, and/or data sharing.
 - Important contributions to clinical trials in the areas of site management, training, IP and supply management.
 - Leadership, coordination and/or oversight of clinical trials.
 - Design, analysis and/or reporting of clinical trials.
 - Education and promotion of a better understanding by the general public of the importance and interpretation of clinical trials.
 - Ethical considerations and human subjects' protections in the conduct of clinical trials.

Duties of the Chair

In addition to the general duties of committee chairs specified in **3a Committees Overview**, the chair has the following responsibilities:

- Obtain nomination packages for those nominated but not selected for Fellow in the previous three years and determine if the original nominator should be asked to contact the nominee to enquire whether he/she wishes to be considered again; or if the nominee has made significant additional contributions to service to the society or the advancement of clinical trials in one or more of the areas listed above. The nominee should also be made aware of the restriction of a maximum of 3 nominations in any 10-year period. If the nominee wishes to be reconsidered, the prior nomination package may be used; or, if the nominee has made significant additional contributions to the advancement of clinical trials since the original nomination package was submitted, the nominator may submit an updated package. A reasonable attempt will be made to contact previous nominators.
- Prepare an announcement calling for nominations for fellow for the SCT newsletter that includes the criteria for Fellows, content of nomination packages, and the submission due date for nominations packages to be submitted to the SCT office (See Appendix C). The SCT office will forward all nomination packages received to the Chair.
- Prepare agendas and schedule conference calls of the Committee via the SCT office.
- For all nominees, request confirmation from the SCT office that the nominee meets the membership eligibility criteria for fellow.
- Circulate nomination packages to the Committee, along with a scoring sheet to rate each candidate.
- Tabulate and circulate scores to the Committee for discussion on a conference call arranged by the Chair to select a slate of candidates.
- Present the slate of candidates to the Board of Directors for their approval (usually at the first meeting of the calendar year).

- Oversee the preparation of citations for new Fellows.
- Send notification letters via email to those selected for Fellow status and copy the nominator.
- Send notification letters via email to the nominators only of those not selected for Fellow status.
- Work with the SCT office to arrange the presentation of Fellows at the annual meeting.
- Present the slate of Fellows at the annual meeting.

Duties of the Committee Members

- Participate in conference calls.
- Review all nomination packages, rate candidates, and participate in selecting a slate of candidates.

Conflict of Interest (COI)

Current members of the Fellows Committee are not permitted to nominate candidates for Fellow and/or write letters of support. They also should not actively recruit nominations for individuals who they think would be competitive for the award.

Committee members who have a perceived conflict of interest (COI) with a particular candidate's nomination should disclose the conflict as early as possible to the Committee Chair or full committee. Perceived conflicts include but are not limited to belonging to the same organization, being collaborators, co-authors on papers within three years, or having an advisor- advisee relationship. If the committee deems that a COI exists, the committee member should be recused from discussion and voting on the nominee.

Preparation of Citations for Fellows

A responsibility of the Chair of the Fellows Committee is to ensure that the language for the citations is uniform and consistent among the Fellows. Citations that simply reiterate the criteria should be avoided, such as "For outstanding methodological development; trial coordination, conduct and leadership; and service to the Society." Whenever possible, examples that fulfill each criterion should be given. Some examples of recent citations (names withheld) by area of expertise are:

Biostatistician/Statistician: For important contributions to the statistical methodology for the design and analysis of clinical trials, particularly in cancer and aging; for leadership in clinical trial coordination and conduct at the University of Wisconsin Comprehensive Cancer Center; for national leadership on numerous DSMBs and advisory committees, including NIH and FDA; and for distinguished service to the Society.

Clinician/Physician: For contributions to the advancement of clinical trials as an ambassador to the emergency medicine scientific community; for methodology development; for trial coordination, conduct and leadership; for education; and for service to the Society.

Informatician/Computer Programmer: For leading the development of innovative computerized data management systems for many major clinical trials; for educating and mentoring generations of programmers and trialists; and for providing extensive and longstanding service to the Society, including membership on its Board of Directors and other Society committees and scientific panels.

Project Coordinator/Manager: For outstanding leadership over the past 30 years as Director of the Data Coordinating Center for the landmark Diabetes Control and Complications Trial (DCCT), and its long-term follow-up study of the Epidemiology of Diabetes Interventions and its Complications (EDIC); for leadership of other important studies including the Optic Neuritis Treatment Trial; for service as an advisor to the National Institutes of Health, particularly the National Eye Institute; and for service to the Society.

Additional Considerations

The Fellows eligibility requirement states that a nominee must have been “a member of SCT for at least 5 consecutive years at any time or a total of at least 10 years.” Because the SCT membership records are not always accurate, establishing the eligibility requirement can be difficult to determine by the Fellows Committee. Thus, some consideration for Fellows should be given to those individuals who have been substantially involved in Society activities, even if membership records cannot verify this requirement.

The total number of fellows to be selected in a year cannot exceed 0.5% of the number of members documented at the end of the fourth quarter of the prior year. Approval by the Board of Directors is required to exceed this limit.

h. Membership Committee

The duties and responsibilities of the Membership Committee are as follows:

- Sustain and augment the Society's membership by recruitment of new members who will advance the cause and aims of the Society and retention of existing members.
- Collaborate with the management company Membership liaison to craft membership drive notifications and collection of data for membership profiles.
- Monitor the size of the Society's membership and its distribution by specialty, geographic location, and socio-demographic characteristics to develop strategies to promote membership by individuals in specific areas and to report on status to the Board of Directors. This will include advising the President on the content of membership surveys to obtain such information.
- Publicize the Society by such means as advertisements or announcements in appropriate professional journals, prepare and distribute documents describing the activities of the Society to appropriate individuals or professional organizations, etc.
- Propose policies and procedures to the Board of Directors, which could be expected to enhance membership in the Society (e.g., dues, applications, programs).
- Develop ways to engage new members in Society activities.

i. Nominating Committee

As per Article II – Committees Section 4 of the SCT Bylaws: the President shall appoint the Chair and members of a Nominating Committee prior to the annual election of officers. The Nominating Committee shall consist of seven (7) members of whom two (2) are the President and President-Elect, two (2) shall be appointed from the Board of Directors, and three (3) shall be appointed from the membership of the Society at large. Members of the Nominating Committee may not stand for election.

Duties and Responsibilities

- The Nominating Committee develops a slate of two nominees for President-Elect and two nominees for each available position on the Board of Directors, with the Chairperson taking primary responsibility.
- He/she works with the Secretariat to e-mail a solicitation for nominees from the membership at large, and to schedule a conference call to solicit nominations from the Committee members. (See **6c Supplementary Materials** for sample solicitation e-mail.)
- A second call is scheduled to review all nominations that were submitted. In selecting the nominees for further consideration, particular attention should be paid to obtaining balance among disciplines (clinician, statistician, clinic coordinator, data manager, programmer, etc.), geography (US and International), source of employment (government, academia, industry), and gender, to provide broad representation from the Society membership. Although it may not be possible to achieve balance in all these factors each year, the Committee should remain conscious of this goal.
- Replacement nominees also should be chosen, in case the first-choice candidates decline the nomination.
- Once the list of nominees has been developed, the Chairperson is responsible for contacting each nominee to ascertain his or her willingness to stand as a candidate and to serve if elected. If necessary, the replacement nominees are contacted.
- The Chairperson also asks each nominee to complete the biosketch template (one-page maximum) and to return it to the Secretariat with a digital photograph (headshot only), for inclusion with the ballot. The Secretariat will contact the nominee for a revised biosketch if it is too long and will involve the Chairperson as needed.
- The Chairperson reviews and edits the biosketches, if necessary, in consultation with the nominee(s).
- The Secretariat sends the biosketches and headshots to the web developer, who then prepares the ballot.
- The ballot is then reviewed and tested by the Secretariat prior to the opening of voting.
- The voting process is conducted through the online voting module available in the Members Section of the SCT website. The Secretariat is responsible for setting up the online ballot with links to biosketches and photos of the candidates and e-mailing all current members a link to the voting materials informing them of the open and close dates for voting. At least one reminder to vote is usually sent.
- The Secretariat compiles the voting results after the election has closed.
- The SCT President contacts each nominee to inform them of the results of the election and then shares the election results with the Executive Committee and the Board of Directors.
- Once all nominees are contacted, the Chair works with the Secretariat and the Communications Committee to develop an announcement of the election results.

j. Outreach Committee

The mission of the committee is to foster and advance relationships between the SCT and other societies and organizations at the national and international levels. These societies and organizations include medical, operational, regulatory, academic, patient advocates and statistical groups.

The goal of establishing these relationships is to expand the programs, activities, and membership which is mutually beneficial to both the SCT and collaborating organizations.

k. Program Committee

The Program Committee formulates the program for the Annual Meeting. It must convene soon after appointment to develop and outline the program, publish the request for abstracts and make necessary arrangements for review of abstracts to select for presentation as contributed papers or posters.

The Program Committee is responsible for:

- Coordinating with the President to develop a theme for the program at the Annual Meeting.
- Coordinating with the SCT Secretariat announcements regarding the submission process for Invited and Oral/Poster Contributed Sessions.
- Reviewing applications for and selecting the invited, contributed and poster Sessions. Applications must be relevant to clinical trials.
- Assuring that the selected sessions represent the diverse interests of annual meeting attendees.
- Determining the scheduling of the invited, contributed, and poster sessions.
- Assuring that each oral contributed session has a session moderator.
- Providing guidelines to invited and oral contributed session organizers on session logistics.
- Interacting with the Student Scholarship Committee to assure that the Thomas Chalmers Award Finalists and the Sylvan Green Award winner are slotted into the oral contributed sessions.

Invited sessions are typically 90 minutes in length although 60-minute sessions can also be considered. A session typically has a moderator, 3 or 4 speakers and a discussant. It is preferred that these people come from several institutions so that a variety of viewpoints can be represented. While it is preferred to feature a variety of speakers at the meeting, there may be occasion when a person speaks at more than one session due to their varied contributions to clinical trials.

Contributed sessions are typically 60 minutes in length although 90-minute sessions can also be considered. A sixty-minute session will typically have 4 presenters and there will be a common theme to the session, such as data management, ethics, statistical innovations, etc.

Typically, there are 5 concurrent sessions in a meeting time slot, but the number of concurrent sessions depends on the number of rooms provided in the hotel contract. These sessions are held all days of the meeting.

Poster sessions are generally scheduled for Monday and Tuesday of the meeting and the posters are left up for the entire day. There may be different posters each day depending on the number of posters selected to appear on the program and the amount of meeting space available. The committee may organize, with the approval of the board, a Best Poster Award contest.

For invited, contributed and poster sessions, submissions that have a commercial focus cannot be selected. In addition, the annual meeting is not a forum for presentation of clinical trial results, unless the primary focus of the talk or poster relates to methodology or other aspects of clinical trial design and conduct.

The timetable for Program Committee operations can be found in **6a Workplans and Calendars**. An example of a request for applications for invited and contributed sessions can be found in **6c Supplementary Materials**.

The SCT Executive Committee and Board of Directors will determine a budget each year to be available if an invited session presenter requests travel funds. The Committee Chair will review and approve such requests. Oral/Poster contributed sessions presenters are not eligible for travel funds. See **4i Speaker Reimbursement Policy and Guidelines**.

I. Student Scholarship Committee

The Student Scholarship Committee is composed of the Chair and usually four to six members.

The mission of the Committee is to enhance the participation of students to broaden the Society's membership base. The overall scope of the Committee is to review abstracts, manuscripts, and presentations submitted by students to the annual meeting. To this end, the SCT sponsors the Thomas C. Chalmers Student Scholarship and the Sylvan Green Award each year.

For both, appropriate topics for submission include (but are not restricted to) clinical trial design and conduct; clinical trial data analysis methods; meta-analysis; medical, ethical, or legal issues in clinical trials; science of diversity and inclusion in clinical trials; data entry, management, monitoring, sharing, informatics, software development, and computing as it relates to clinical trials; review of the results or methods of a class of trials; or scholarship in the history of clinical trials.

For the Thomas C. Chalmers Student Scholarship, students are invited to submit an abstract and full manuscript for presentation at a student scholarship session to be held during the SCT Annual Meeting. Any student enrolled in a degree program at an accredited college, an accredited university, or post-doctoral fellow is eligible. Those who graduated within the last year at the time of the submission are also eligible. From the submissions, three students (or fellows) are chosen as Thomas C. Chalmers Student Scholarship Finalists and receive complimentary meeting registration (except for optional ticketed courses/events), travel and hotel expenses to present their papers at the SCT annual meeting. The three finalists present their papers at the meeting. The winner is selected by the Committee and is presented the Thomas C. Chalmers Student Scholarship Award in addition to a \$500 cash prize and a one-year SCT membership.

The Sylvan Green Award is made to a physician, dentist, or other health professional engaged as an investigator or co-investigator in clinical trials or epidemiological projects. One recipient is selected for the award each year and invited to present their work at the Annual Meeting. The winner receives complimentary meeting registration (except for optional ticketed courses/events), travel and hotel expenses to present at the SCT annual meeting, a one-year SCT membership, and a \$500 cash prize.

The specific responsibilities of the Chair and the Committee are as follows:

- Interact with Program Committee to ensure proper coordination of the student program at the annual meeting.
- Prepare an announcement of the student scholarship competition for distribution with other annual meeting materials.
- Organize publicity to maximize the population of potential student contributors.
- The chair will receive from the Secretariat, following the closing of submissions, all the abstracts and full manuscripts submitted by the student contributors. These will then be distributed to the Committee for review.
- The eligibility of everyone submitting an abstract for the Chalmers or Sylvan Green Award must be verified. For this purpose, each student submitting to the Chalmers Award program is to submit documentation of enrollment in a degree program.
- The chairman is to notify Committee members, Program Chairperson, and Society Secretariat of abstracts selected for the annual meeting in May.

- Three Chalmers Award finalists are accepted. A person cannot be a finalist more than once.
- One Sylvan Green Award winner is selected. A person cannot win the award more than once.
- Notify in writing all students, both those accepted and those rejected, of the outcome of the Committee's review.
- Obtain from the Program Committee Chair the Contributed Session that each Chalmers Award finalist and the Sylvan Green Award winner have been scheduled to present.
- Immediately following the last of the finalist presentations at the annual meeting, hold an ad hoc review meeting with all Committee members in attendance and determine the winner of the Thomas C. Chalmers award.
- Notify the winner of the award and announce this at the annual business meeting or at an appropriate session of the annual meeting.
- Maintain liaison with Clinical Trials editor to have both winning and other accepted student manuscripts reviewed for possible publication, , if the manuscripts have not already been submitted to another journal for review.

The timetable for Students Scholarship Committee operations can be found in **6a Workplans and Calendars**. An example of a request for applications for the awards can be found in **6c Supplementary Materials**.