

2020 IRCT Symposium and General Assembly
Organising Committee ToR

The Organizing Committee provides a platform to integrate and engage the IRCT membership in organizing its upcoming Symposium and General Assembly. Many IRCT members and allied organisations regularly organize conferences or have contributed to organising conferences within a larger consortium. This existing expertise and knowledge within the network should be harnessed to facilitate and enable successful preparation, implementation and follow-up of this event.

The Members of the Committee will receive specific ToRs based on their specific area of expertise and prospective contributions. Each ToR will outline the scope of responsibility relevant to a specific task, expected contributions, support from the Secretariat and a reiteration of the IRCT holding overall responsibility of the project. Contributions may include, among others:

- Development of pre-conference workshops
- Dissemination of promotional material
- Support fundraising activities
- Support to the implementation of the Communications Plan
- Support the recruitment of keynote speakers
- Support operational elements in the conduct of the event
- Support evaluation activities

Establishment

The Committee consists of a resource pool stemming from the IRCT membership and other closely aligned organizations. The Committee will be able to contribute to the organization of the Symposium based on members' relevant experience, capacity and expertise on specific areas of conference organizing.

Members of the Committee will not be remunerated for their contributions.

Working Methodology

Prospective members of the Committee will be required to adhere to a ToR which outlines specific obligations, outputs and deadlines. The Committee will not require regular group meetings but will be in regular communication with the Project team as necessary.

Expressing Interest in Joining the Committee

If you are interested in joining the Organising Committee, please send an email to symposium-ga@irct.org noting your area(s) of expertise as soon as possible.