

2020 IRCT Symposium and General Assembly  
**Scientific Committee ToR**

The key areas of responsibilities belonging to the Scientific Committee include:

- provide leadership from within and external to the sector for the purpose of event promotion
- encourage a diverse, representative and stratified participation of experts through a widely circulated call for abstracts
- review submitted abstracts in a timely manner, ensuring research ethics and standards are adhered to
- ensure the Symposium remains within the parameters of a health-based scientific conference and serves the organisation's strategic framework
- guide the development of oral presentations and poster thematic streams
- develop a methodology to ensure a well-informed, unbiased and fair selection process for submitted abstracts
- provide feedback to prospective presenters where abstracts fall short of the required standards
- structure the scientific program and any other Symposium curricula for approval by the Steering Committee
- oversee the scientific content and conduct of the different conference streams
- support the accreditation process
- adhere to the standards of conduct as required by the respective accreditation body
- communicate the event's results through the publication of a conference report

*Establishment*

The Scientific Committee consists of up to 14 members, internal and external to the membership, with the global reach and professional stature necessary to provide leadership in decision-making relevant to the Symposium's scientific content. The members are comprised of two ExCom representatives to the Steering Committee (Chairpersons to the Committee); the IRCT Secretary General; the IRCT Director of Advocacy; the Project Manager, who will serve as the Committee's secretary; and up to 10 additional members that hold diverse regional, professional, sectoral and gender representation.

The 10 additional members of the Committee will be recruited via a nomination process, closing on **15 August 2019**. Nominees' expertise should reflect one or more of the following research streams:

1. Understanding the conditions of survivors and impact of torture
2. Treatment approaches, responding to survivors' needs and innovations
3. Measurements and models of practice across treatment contexts
4. Definitions, documenting torture prevalence, accountability and torture prevention
5. Evidence and influencing policy
6. Supporting best practice in research method and design
7. Sustainability: Organisational management, finances and vicarious trauma

Immediately following the closure of the nomination process, the conference's Steering Committee will evaluate submissions and provide a list of recommendations to the IRCT Executive Committee for their consideration and final decision-making.

*Working Methodology*

Prospective members of the Committee should assess their ability to invest the significant time and level of responsibility that this role requires.

- The Committee will meet twice a month via Skype to discuss ongoing processes, identify gaps and ensure adherence to deadlines.
- The Committee will hold one physical meeting prior to the finalization of the scientific program.
- The Chairpersons will establish specific terms of reference for each Committee member to ensure that there are no conflicts of interest and that contributions are delivered in accordance to the requirements established for the abstract review and program-setting processes.
- Sub-groups will be established on the basis of areas of expertise and tasks (i.e. recruitment of key note speakers, accreditation guidelines, etc.)

The Symposium will utilize a digital platform to recruit abstracts and register attendees. The Committee will utilize the selected platform to review submitted abstracts and to curate the Symposium's agenda. Final abstracts will be published on the Symposium's website prior to the event. All communication, administrative and technical support will be provided by the Project Manager. While members of the Committee will not be remunerated for their role, conference fees will be waived.

*Submitting nominations*

If you are interested in submitting a nomination to the Scientific Committee please download the Word document attached to this announcement, complete as much as possible of the requested information and send a completed form to [symposium-ga@irct.org](mailto:symposium-ga@irct.org) by **15 August 2019**.