

Critical Dietetics Conference Committee
Terms of Reference
February 2017-02-20

The role of the Critical Dietetics Conference Committee is to organize and implement the annual International Critical Dietetics Conference and includes, but is not limited to, the following activities:

1. Identify potential conference hosts at the conference the year prior
2. Determine the site of the next conference based on where previous conferences have been held, willingness of hosts, and potential for outreach
3. Collaborate with the hosts to determine the theme and goals of the conference and the venue
4. Draft and solicit feedback on a call for abstracts based on the previously decided theme
5. Circulate the call for abstracts widely including the CD membership and social media
6. Collect and review abstracts and finalize keynote speakers
7. Send acceptance and rejection notices by April 15
8. Prepare registration and program for circulation by April 30 including setting an early-bird registration deadline
9. Place a call for on-site volunteers
10. Draft a budget and collect conference registration fees and pay for expenses emerging i.e. conference venue, technology, keynote honorarium, etc
11. Prepare details for website including travel info, accommodations, attractions, registration, etc
12. Send registration reminder at least one month before conference and before early bird deadline
13. Prepare and submit a press release to local media regarding conference no less than one week prior to the start of the conference
14. Prepare electronic program for attendees and email attendees one week prior to conference
15. Attend conference, solicit feedback from attendees
16. Debrief no more than one week following the conference
17. Submit financial statement to coordinating committee

The conference committee will be comprised of four to six volunteers who are also members of Critical Dietetics and have attended at least one conference previously. There will be at least one student committee member. Committee membership will be for a three-year term with the option of a one-term renewal. Committee members will insure membership happens on an incremental basis so the committee always maintains membership from people who have served at least one year previously.

Please forward your expression of interest to Jacqui Gingras by email (jgingras@ryerson.ca) before August 1, 2017. Include your name, position, and a brief paragraph regarding how you will support this committee's work.