



**Title:** U.S. Co-Chair, ACC International Conference

**Reports to:** Chair, Lifelong Learning Oversight Committee

**Scope:** Seeking three individuals to serve as U.S. co-chairs, one for each of three ACC International Conferences

**Term of Service:**

- ACC Asia Conference: Vice Chair 2019; Co-Chair 2020 – 2022
- ACC Latin America Conference: Vice Chair 2019; Co-Chair 2020 – 2022
- ACC Middle East Conference: Co-Chair 2019 – 2021

### OVERVIEW OF ACC INTERNATIONAL CONFERENCES

In 2016, the ACC initiated its inaugural international conferences with events held in Latin America and the Middle East. The conferences were exceptionally successful, making substantial impacts in their respective regions by leveraging the College's international chapter network to convene cardiovascular societies within a world region and deliver locally relevant, practical and innovative educational programming.

Building on the success of these pilot regional conferences, the ACC expanded its offering to include an Asia conference in 2017, in addition to events being held in Latin America and the Middle East.

The conferences introduce new innovations and combine educational perspectives from both the ACC and partnering local cardiology societies. International conferences are planned annually, and held in a host country within one of three international regions:

- **ACC Asia Conference:**  
2019 conference is September 13 – 15, 2019 in Nagoya, Japan, in partnership with the Japanese College of Cardiology
- **ACC Latin America Conference:**  
2019 conference is July 26 – 28, 2019, in Cartagena, Colombia, in partnership with the Colombian Society of Cardiology
- **ACC Middle East Conference:**  
2019 conference is mid-October, 2019, in Dubai, UAE, in partnership with the Emirates Cardiac Society

### INTERNATIONAL CONFERENCE LEADERSHIP

To emphasize the partnership between the U.S. and an international region, each conference is led via a co-chair model, with one co-chair representing the U.S. and the second co-chair representing the host country selected as the venue for each of the international conferences each year. The co-chairs work together as a team to lead a diverse group of cardiovascular specialists (i.e., a program planning committee) from the U.S. and countries within the associated international region. The U.S. co-chair serves for a 3-year term, providing continuity between conference years. The international region, or O.U.S. co-chair typically serves a 1-year term due to annual rotation of the host country in each region. U.S. co-chairs are each responsible for one international region and, thus, there are three U.S. co-chairs active each year.

### MAJOR DUTIES/RESPONSIBILITIES OF EACH ACC U.S. INTERNATIONAL CONFERENCE CO-CHAIR

The U.S. and O.U.S. conference co-chairs work together with ACC staff to lead and manage the work of the planning committee in developing the educational program and selecting the faculty. Co-chair responsibilities include:

1. **Thoughtful collaboration to plan the conference education with support from the ACC Educational staff team, including:**
  - Review of previous conference evaluations and speaker ratings reports
  - Review of educational needs assessment data
  - Leading multiple planning committee calls — potentially weekly for the first three months progressing to bi-weekly and monthly as the planning progresses

“The ACC’s international mission is to reduce the burden of cardiovascular disease worldwide. In order to achieve that mission, we need to reach people in the regions where they live and practice,” said Richard A. Chazal, MD, FACC, ACC past president. “Embodying that mission is the primary purpose of the regional conference program, and we are honored to learn from our partners around the world who make these meetings a success.”

- Collaboration with the O.U.S. co-chair, the program committee and an ACC staff on:
  - Development of overall needs statement and goal statement
  - Identification of cardiovascular “hot topics” for the international region
  - Development of learning objectives for the overall conference
  - Linkage of learners’ needs to the conference learning objectives and goal(s)
  - Building the conference program agenda, specifying the topics, order and length of presentations and identifying appropriate faculty speakers to invite
- Providing input on the conference evaluation strategy, including pre/post-test questions
- Reviewing faculty slide presentations to assure that they are appropriate for presentation to an international audience
- Consideration of how each conference presentation links to the ACC’s lifelong learning competencies

## **2. Timely and Thoughtful Contributions to Conference Promotional Efforts**

- Providing suggestions and feedback on conference promotional materials, including:
  - Conference branding designs
  - Overall marketing strategy
- Collaboration with ACC staff to develop engaging clinical text for marketing pieces, including key talking points for each segment of the target audience and focusing on relevancy to the region and what’s new/exciting for this year’s conference

## **3. Program Committee and Faculty Oversight**

- Identification of appropriate planning committee members and faculty speakers
- Oversight of conference faculty to assure timely development of speaker slide presentations
- Reinforcement and support of ACC staff efforts to ensure faculty speakers meet deadlines regarding paperwork submissions, travel arrangements and slide submissions for the session presentations
- Appropriate resolution of conflict of interest (COI) disclosures for any faculty speakers with financial relationships to a commercial interest

## **4. Other Responsibilities**

- Reviewing and scoring of assigned abstract submissions for the poster abstract portion of the conference
- Oversight of onsite poster abstract judging and selection of winners for the poster abstract competition at the conference

## **U.S. CO-CHAIR REQUIRED QUALIFICATIONS**

- An ACC member in good standing who resides full-time in the U.S.
- First-hand knowledge and/or experience as an educator in the international region for which the application is being submitted
- In-depth knowledge and/or experience with the culture and customs of the international region for which the application is being submitted
- Experience leading and/or planning an ACC international medical meeting (e.g. chair, vice chair, lead role in a planning committee)
- Ability to make a 4-year time commitment to the role: as applicable, the first year may be served in a training capacity as the Conference Vice-Chair, followed immediately by 3 years as the U.S. co-chair
- Ability to meet the time commitment that the position demands, including:
  - Active participation as the member leader in scheduled planning calls
  - Participation, as requested, in other scheduled calls or requested updates to ACC member committees
  - Responsiveness to ACC staff requests for activities associated with educational program preparation
  - Full-time, on-site commitments/obligations for each of the 4 years
- Ability to collaborate with the O.U.S. co-chair to chart clear directions, offer creative solutions, develop action plans, keep to timelines, and to respond to changing conditions and opportunities in a dynamic and fast-moving environment
- Proven track record to work collaboratively in partnership with ACC staff, emphasizing a respectful team environment
- Ability to work with different member leaders with varied expertise and/or roles associated with the ACC (e.g. education, advocacy, quality and science, leadership, etc.).

## **REQUIRED COMPETENCIES**

- Solution-oriented, with expertise in solving complex programmatic challenges
- Diplomacy with cardiovascular specialists worldwide in planning an O.U.S. medical meeting
- Proven communication skills, including:
  - motivating people and setting expectations
  - delegating effectively
  - representing the ACC in potentially delicate or politically sensitive situations that may arise from time to time
  - excellence in public speaking
  - representing the ACC in front of U.S. and international media as well as leadership from other cardiovascular societies
- Highly skilled at successful teamwork with a diverse group of cardiovascular specialists



Please complete this application form in full and email it to Becky Phillips at bphillips@acc.org on or before midnight on Monday, November 26, 2018, along with a copy of your CV and cover letter. There can be no extensions to the deadline for applications.

I. CONTACT INFORMATION

Name \_\_\_\_\_

ACC Member Number \_\_\_\_\_

Affiliation \_\_\_\_\_

Office Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone Number \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Email Address \_\_\_\_\_

II. APPLICANT CRITERIA — Please refer to the Position Description and align your responses accordingly.

A. Select which International Conference you are applying for (you may only select one):

- ACC Asia Conference ACC Latin American Conference ACC Middle East Conference

B. General Qualifications: Please list your top 4 criteria

C. Specific Educator Experience: Please list your top 4

D. Specific Leadership Experience: Please list your top 4

E. Relevant Cultural Experience: Please explain

For Use by ACC: CV Attached \_\_\_\_\_ Cover Letter Attached \_\_\_\_\_ Date Rec'd \_\_\_\_\_