



# A HANDBOOK FOR THE NACFC PROGRAM PLANNING COMMITTEE

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## CONTENTS

Purpose.....	2
About NACFC .....	2
Program Planning Committee .....	2
Roles & Responsibilities .....	3
Committee Balance & Rotation .....	3
Time Commitment .....	4
General Requirements for PPC Members.....	4
PPC Membership Selection Process .....	5
Program Development Cycle .....	6
1. Call for Session Topics.....	7
2. Convene the Program Planning Committee.....	7
3. Recruit Session Leaders .....	8
4. Complete Session Building.....	9
5. Develop Evaluation Strategy .....	9
6. Assess Results & Priorities for Next NACFC .....	10

## PURPOSE

This handbook has been designed to help guide the planning committee in their roles and responsibility in developing educational content for the North America Cystic Fibrosis Conference and ensure the program development is executed in an efficient and continuous manner, from year to year.

## ABOUT NACFC

The North American Cystic Fibrosis Conference (NACFC) provides a collaborative and educational forum for all CF professionals. The educational elements of the meeting program are targeted to physicians, nurses, research scientists, respiratory therapists, physical therapists, nutritionists, social workers, and pharmacists.

This annual meeting brings together scientists, clinicians, and caregivers from around the world to discuss and share ideas on the latest advances in CF research, care, and drug development and to exchange ideas about ways to improve the health and quality of life for people with CF.

The educational activity of NACFC is submitted to a variety of continuing education providers. For the activity to be eligible for accreditation, it must be developed by experts of the scientific disciplines it aims to target. The activity should be presented in an independent, balanced and scientifically rigorous manner. The content must be objective, balanced and scientifically rigorous in nature should not directly or indirectly promote the products and/or services of any of the involved.

## PROGRAM PLANNING COMMITTEE

NACFC has an established Program Planning Committee (PPC) comprised of experts in the various disciplines associated with cystic fibrosis care and research. The overall goal of this committee is to represent the intended NACFC audience to ensure the goals and objectives are reflected in the educational content of the conference. The committee organizes and develops the content and recruit faculty to present at the conference. They also help guide the structure and evolution of the conference.

CFF provides the members with:

- Paid travel expenses to the PPC meeting
- Paid travel expenses to NACFC
- Complimentary NACFC conference registration
- Four complimentary hotel nights

## ROLES & RESPONSABILITIES

- **PPC Discipline Chair:** The discipline chair serves a crucial leadership role. Chairs are considered experts in the discipline area of the volunteer group, they demonstrate strong leadership skills, and show significant interest in the topic. Specifically, the Discipline Chair is expected to:
  - Attend and participate in the yearly PPC meeting
  - Lead all sessions pertaining to their specific discipline
  - Bring the discipline members to consensus regarding the NACFC program
  - Appoint session leaders
  - Track the development of their sessions by counseling and guiding the appointed session leaders
  - Review submitted abstracts
  - Make final accept/reject decisions on submitted abstracts for their corresponding discipline
  - Ensure that discipline group members feel appreciated, valued, and involved
  - Attend the yearly NACFC conference
- **PPC Discipline Group Member:** The discipline group member serves a crucial supporting role. Members are considered experts in the discipline area of the volunteer group. Specifically, the Discipline Group Member is expected to:
  - Attend and participate in the yearly PPC meeting
  - Support Discipline Chair(s) by suggesting session leader(s) and overall development of the NACFC program
  - Review and score submitted abstracts
  - Provide additional support to the appointed session leaders
  - Provide expert knowledge in their area of expertise
  - Attend the yearly NACFC conference

## COMMITTEE BALANCE & ROTATION

Members should only be appointed to one discipline at a time. Each member is expected to complete a **minimum term of 5 years** but no more than the **maximum of 6 years**.

In **year one**, the member is considered an apprentice.

In **years two – four**, the member is considered to be a full contributor.

In **years five and six**, the member can rotate to become a discipline chair.

To become a discipline chair, the person must have been an NACFC PPC Discipline Group Member for at least the previous two years, from the date they were nominated. If no new

candidates meet the necessary requirements, the Discipline Chair may be re-appointed for one additional year.

#### TIME COMMITMENT

The timeline overview below provides the critical months. However, during the year you may be contacted for further guidance and responsibilities.

1. **December-January:** Prepare in advance of the PPC meeting by reviewing previous year's content, gather session ideas from colleagues via conversation, listservs and other sources, and review submissions from the call of session ideas/proposals from the general audience.
2. **January:** Allied Health and the Research Discipline Groups attend virtual pre-PPC meetings to discuss the content being considered for the program; typically held the week before the formal PPC meeting.
3. **January:** Attend the PPC meeting; typically held on last Tuesday of the month.
4. **April:** Review and score submitted abstracts/cases.
5. **May:** Make final accept/reject decisions on abstracts.
6. **June - July :** Workshop, Thematic Poster, and Rapid-Fire Poster Talk session chairs select abstracts for their session; possibly provide guidance to the chairs and follow-up on the appointed leaders.
7. **September - October:** Provide additional guidance to your appointed session leaders leading up to the conference dates.
8. **October/November:** Attend NACFC; typically held for 4 days (includes pre-conference sessions)

#### GENERAL REQUIREMENTS FOR PPC MEMBERS

In general, PPC members are required and expected to:

- Have knowledge of current and ongoing CF issues/research
- Have a network of CF professionals to be able to recommend and invite speakers, chairs, etc.
- Have attended NACFC for at least five years
- Have actively participated in NACFC by taking on different roles such as a speaker or a session chair
- Be mid or senior career professionals (the committee should represent a mix of both)
- Represent and use diversity, equity, and inclusion in their work
- Demonstrate to adapt and work well with others
- Demonstrate care to avoid sharing of confidential information

#### PPC MEMBERSHIP SELECTION PROCESS

The PPC membership is reviewed and assessed on a yearly basis. A call for volunteers will be provided on the NACFC website and different online mediums. Potential volunteers are expected to submit an interest form showcasing their expert knowledge in their discipline and skills needed to perform their committee role.

The volunteer forms are reviewed by the PPC Membership Committee (comprised of select PPC and CFF leadership members) that will review applications and select new members. The volunteer form collects the following information:

- Short bio/statement of experience (full CV not required)
- Experience with NACFC (describe active participation)
- Experience with other program committees
- List of relevant publications, grants, etc. that show experience and network
- Statement on why applicant wishes to serve
- Acknowledgement of commitment for a minimum of 5 years
- Any specific information needed to gauge qualifications for certain discipline

## PROGRAM DEVELOPMENT CYCLE



## 1. CALL FOR SESSION TOPICS

NACFC seeks to provide its attendees with a collaborative and educational forum for all CF professionals. The educational elements of NACFC are targeted to physicians, nurses, research scientists, respiratory therapists, physical therapists, nutritionists, social workers, and pharmacists.

On a yearly basis, NACFC's program planning committee seeks for session topics that discuss the latest advances in CF research, care, and drug development. All session proposals should offer professional relevant learning objectives that can qualify for continuing education credits. NACFC announces on a yearly basis a call for session ideas and proposals to the NACFC audience at large. Submissions are collected via a centralized online system using the most current submission portal.

The proposal should include the following information:

- **Contact Information:** Provide personal information in the event there are questions about the idea or proposal submitted.
- **Title:** A short, interesting title that accurately reflects the focus of the session
- **Session Description:** A brief summary that explains the rationale and possible topics to be covered in the session.
- **Session Type:** Select the session type that is most appropriate for the topic to be covered.
- **Discipline:** Select the discipline(s) that mostly reflects the discipline area of focus
- **Session Speaker(s):** Provide the proposed speaker(s) contact information such as name, title, degree, institute, email, and phone number
- **Session Chair/Leader(s):** Provide the proposed chair(s) contact information such as name, title, degree, institute, email, and phone number

## 2. CONVENE THE PROGRAM PLANNING COMMITTEE

The Program Planning Committee meets in January with the goal of creating the preliminary program of NACFC based on the submissions received during the call for session ideas and proposals, as well as the collected feedback from the audience. The sessions are built in and scheduled in an online submission portal. Before this meeting, members are sent pre-read materials that include historical and engagement information of past educational content to ensure the inclusion of diverse content and faculty. During the PPC meeting, the members select and create the sessions to be programmed. The meeting agenda typically includes the following:



Time	Item
10:00 a.m. – 10:10 a.m.	Welcome & Introduction
10:10 a.m. – 11:10 a.m.	Review, What's New & Feedback/Discussion
11:10 a.m. – 11:40 a.m.	Plenary Topics
11:40 a.m. – 11:50 a.m.	Community Representation
11:50 a.m. – 3:30 p.m.	Working Groups (Break/Group Set-up at 11:50am)
3:30 p.m. – 4:45 p.m.	Discussion & Finalize Program (also known as the "horse trading" portion) - Only Discipline Chairs Required; all are welcome
4:45 p.m. – 5:00 p.m.	Wrap-up

### 3. RECRUIT SESSION LEADERS

The PPC must recruit and appoint appropriate session leaders to ensure a successful program. Most of the sessions require two appointed session leaders. The recruited faculty members should be submitted via the conference management portal during the PPC. The following recommendations should be kept in mind when choosing session leaders:

- They should have the expertise to present information based on the scope of the content.
- They should be a good communicator who is aware of the target audiences' practice setting.
- They should have good time management skills to ensure that they are on top of the NACFC critical deadlines and onsite speaking times.
- They should possess management skills to ensure they are keeping up with their selected speakers and provide guidance to them when needed.
- NACFC provides continuing education credits. Therefore, they should have minimal conflict of interest with the program content. If a conflict of interest is present, this should be managed and disclosed as per the Disclosure of Interest Policy for the meeting.

- They should consistently use either generic names, trade names or both generic and trade names during their presentation. The only exception is when there is only one treatment or management strategy.

All disclosures of interest related to educational activity are to be displayed in writing on a slide at the beginning of a presentation.

#### 4. COMPLETE SESSION BUILDING

Most of the sessions will have two appointed chairs whose role it is to complete their assigned session. The required session details include:

- A brief session description that provides the rationale of the session.
- Three educational objectives utilizing CME approved verbs.
- The minimum speakers required (number will depend on the session type and content needs). The speakers are expected to be expert in the scope of the session.

A strong educational session should have:

- A clear outline of the focus of the content, and the expected outcomes for all attendees.
- Be a learner-centered session and describe through action verbs, the specific knowledge, behavior, skill, attitude or learning outcomes that each attendee is expected to take away from the session.
- Educational objectives should be provided to each of the speakers prior to the conference, so that they are aware of the educational needs that need to be addressed in their presentation.
- NACFC provides continuing education credits. Faculty should have minimal conflict of interest with the program content. If a conflict of interest is present, this should be managed and disclosed as per the Disclosure of Interest Policy for our meeting.

They should consistently use either generic names, trade names or both generic and trade names during their presentation. The only exception being where there is only one treatment or management strategy.

All disclosures of interest related to educational activity are to be displayed in writing on a slide at the beginning of a presentation.

#### 5. DEVELOP EVALUATION STRATEGY

Sessions approved for continuing education credits will follow the accrediting agency's requirements for proper session evaluation and post-event reporting. These evaluations are meant to understand if the educational objectives were met with little to no bias, as well as provide feedback on the speakers that presented the content. This evaluation is performed via the conference management portal and is meant to collect information on individual sessions as well as the overall programming.

The evaluation should include:

- Whether there was any perception of commercial bias.
- Rate the relevance of the program's content to the learner
- Rate the educational effectiveness of the presenter(s)
- Rate the achievement of the stated learning objectives
- Provide feedback on their perception of any commercial or other inappropriate bias
- Document what they have learned, become aware of and/or are planning to change

In addition to this, the Meetings team must ensure that an overall conference evaluation is performed to evaluate the effectiveness of the conference as a whole. The survey is meant to collect the audience's feedback on the overall effectiveness and interest of the conference and should be open to the attendees on the last day of the conference. The feedback is meant to improve the conference structure and attendee experience.

The survey should collect:

- Rate whether there were sufficient opportunities for interaction
- Rate whether there was sufficient content for their track of most interest
- Indicate if they partook of any of the new or piloted sessions/offerings
- Indicate how they engaged with the content (virtual/onsite)
- Rate how satisfied they were at the conference
- Rate how valuable the features of the program are
- List of any topics for future programming
- Any other written comments on session formats and overall improvement opportunities

## 6. ASSESS RESULTS & PRIORITIES FOR NEXT NACFC

Once the surveys and evaluation have concluded, the Meetings Team will conduct post event interviews with the PPC chairs to share the overall survey findings and gather the feedback they have collected as a conference participant. In addition to this, reviewing the evaluation results and overall data post event is a valuable step for the planning of future CFF educational programs as they are a way to:

- Identify the perceived needs from the target audience
- Evaluate how effectively the learning objectives were met
- Provide feedback to faculty and the PPC regarding their session
- Manage perceived bias for future programming
- Identify topics and priorities for future programming

Finally, findings are shared with the PPC members in preparation of the start of a brand-new program development cycle.