

# Abstract Committee Charge



Date Adopted: 9/4/2019

Next Review Date: 1/1/2022

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## Responsibilities

- **Purpose:** To establish guidelines for abstract submission, solicit abstracts, and facilitate abstract reviews.
- **Duties:** Reviews and revises abstract guidelines; solicits abstracts and reviewers from SABER members; sets qualifications for reviewers; assigns abstracts for reviews; evaluates abstract reviews; makes final decisions on abstract acceptances for posters, short talks, long talks, and workshops; lays out program.
- **Reporting:** With the Executive Committee

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## Accountability

This committee is overseen by the Executive Committee to whom they report and receive calls for actions.

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## Membership

- **Number of Regular Members:** currently 7 members; maximum of 15
- **Determination:** voluntary position
- **Ex officio Members:** n/a
- **Non-voting Members:** n/a
- **Term of Service:** service is generally for 3-4 years; there are four-year limits on length of service
- **Chair:** appointed; three-year limit to term.