

IMSH Planning Team Co-chair

Position Description

Planning Team Co-chairs provide member-based leadership and perspective to the design, organization, and conduct of the event. They come from the ranks of SSH active members, typically with a multi-year history of providing support, contributions, or leadership within the Society. Planning Team Co-chairs can be self-nominated or nominated by their peers. The Meetings Oversight Commission (MOC) reviews the nominees and selects (guided by a slating tool) the top candidates for approval by the Executive Committee of the SSH Board of Directors.

The MOC considers diversity in discipline, specialty, geography, content expertise, and other factors when building an event Planning Committee Co-chair slate.

Planning Team Co-chairs lead the design of the educational content for IMSH. They are also responsible for generating the theme and focus of the event, along with ensuring – as much as possible - that educational content developed for the event is reflective of that theme. Planning Team Co-chairs leverage their networks and domain subject matter expertise to inform their recommendations for event theme, keynote speakers, and educational content. Planning Team Co-chairs ensure that the event is fresh and appealing while also meeting the educational needs of SSH members.

General Duties include:

1. Work with the SSH Board of Directors, Staff, Meetings Oversight Commission, Committees, and Interest Groups for content direction.
2. Work with the SSH Staff to facilitate the IMSH content development process, logistical arrangements, marketing, registration, and communication strategies.
3. Ensure continuous engagement and timely responses for correspondence and communication regarding IMSH.
4. Recognize they are responsible for the final selection of all IMSH Educational content.
5. Monthly reports provided to the Meetings Oversight Commission (MOC) through participation in monthly MOC calls.

Requirements for Position description:

- Must be able to participate in weekly calls during SSH Business hours.
- Must be able to attend a F2F meeting, or live meeting via tele-conference (depending on environmental conditions), in February and August of the year preceding the meeting.
- Must be a current SSH member in good standing for the duration of the appointment.
- Must have attended at least two (2) IMSH conferences within the last five (5) years.
- A current Society member in good standing

Preferred Qualifications:

Applicants will be evaluated with consideration given to the following items:

NOTE: These items are not requirements for applying but a strong candidate will possess the following attributes:

- Attendance at the previous years IMSH (SSH only funds travel expenses for the year of service).
- Demonstrated engagement and track record of performance in SSH Committees, Commissions, Interest Groups, or other society Working Groups.
- CHSE, CHSE-A, CHSOS, CHSOS-A certified or equivalent (e.g., Canadian Certified Nurse Educator (CCSNE))
- Administrative or leadership roles in accredited simulation centers
- Peer reviewed simulation publications
- Publication contributions in simulation
- 20% or more of effort dedicated specifically to simulation activities
- Prior Officer, Board member or Fellow of the Society for Simulation in Healthcare (FSSH)
- Program of research, or recent experience in, health related simulation.
- Prior participation in IMSH activities

Timeline of Activities (subject to change)

Task	Timeline
Begin weekly planning meetings with SSH Staff	October (15 months prior)
Identify general meeting and content theme	October-December (15-13 months prior)
Attend IMSH on-site debriefing meeting	January, last day of IMSH (12 months prior)
Identify Content Team Leads for Content Development Process	January-February (12-11 months prior)
Forward list of potential plenary speakers to SSH Meeting Oversight Committee	February-March (11-10 months prior)
Attend IMSH F2F Planning Meeting Review all post-course evaluation data and member needs assessment results <ul style="list-style-type: none"> • Determine global learning objectives • Confirm plenary speakers (if incomplete) • Finalize submission process structure • Set planning timeline • Invite returning content • Discuss overall marketing strategy 	February (11 months prior)
Conduct meeting for all Content Team Leads (virtually)	March (10 months prior)
Test online submission system Develop promotional/welcome letter and materials for IMSH Central at ssih.org in preparation for open of submission process	March (10 months prior)
Participate in conference calls with Content Team Leads	April – June

Finalize immersive courses	July 1 (7 months prior)
Attend 2 nd IMSH Meeting <ul style="list-style-type: none"> Review and finalize recommendations for General Session Content with Content Team Leads Discuss and finalize general meeting schedule Determine final strategy and plan for on-site course materials Plan introductions and comments to be delivered from the IMSH podium during plenary sessions 	August (6 months prior)
Provide input to SSH Education Committee as to contents of SSH Member Needs Assessment and IMSH Post-course Evaluation	November (2 months prior)
Onsite attendance at IMSH Deliver introductions and comments to be delivered from the IMSH podium during plenary sessions Provide general conference oversight Attend post-IMSH Debrief	January, live event