**ANTS Scientific Committee (SC) NNEC 2025**

**TOR - Terms of Reference**

**Background:**

The Australian Nurse Teachers’ Society (ANTS) supports a National Nurse Educators’ Conference (NNEC) held every two years. The conference provides an opportunity for health professionals involved in nursing and midwifery education to gather and share their research, projects and ideas towards improving education and learning for nurses and midwives.

**Purpose of the Scientific Committee (SC):**

The purpose of the Scientific Committee is to promote the scientific quality and rigor of the conference and encourage challenging discussions within the scope of the conference themes. Key responsibilities and scope: This will involve the following activities:

1. Review abstracts
2. Develop conference Program
3. Develop processes and procedures related to the scholarship of the conference and the SC activities

**Membership:**

The committee will be governed by a Chair and 8 - 10 expert members. A balanced composition will be sought in the membership of the Scientific Committee in relation to different fields of nursing and midwifery, different learners, and different roles within education.

**Meetings:**

The SC will meet regularly before the start of the conference via Zoom / Skype or teleconference.

**Reporting:**

The committee reports to the Executive Committee of the ANTS and will submit regular reports on progress and activities.

**Outcomes / Activities**

Key:

**SC** = Scientific Committee

Chair = Chair of Scientific Committee

DCC = DC Conferences

These outcomes and activities may change to meet new needs or developments.

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| 1. Committee
 | 1. Send invitations to potential committee members
 | Chair |
| 1. Send invitations to potential reviewers
 | Chair |
| 1. Select suitable reviewers –giving variety and expertise
 | SC |
| 1. Abstracts
 | 1. Confirm guidelines to review abstracts and scoring sheets
 | SC |
| 1. Confirm instructions for authors SC
 | SC |
| 1. Liaise with DCC about call for abstracts
 | Chair |
| 1. Allocate reviewers to abstracts to match expertise
 | SC |
| 1. Abstracts send to reviewers – double-blind
 | DCC |
| 1. Review abstracts for oral and poster sessions
 | Reviewers |
| 1. Send acceptance/rejection emails
 | DCC |
| 1. Programme
 | 1. Receive abstracts and decide those to be in the program, so those to accept / reject
 | SC |
| 1. Decide those to be in the poster program, so those to accept / reject
 | SC |
| 1. Inform DCC of presenters and poster authors Chair
 | Chair |
| 1. Develop a balanced program with connecting themes from the abstracts
 | SC |
| 1. Submit program to ANTS executive for ratification
 | Chair |
| 1. Inform DCC of program
 | Chair |
| 1. Prizes
 | 1. Confirm scoring sheet for best oral presentations
 | SC |
| 1. Confirm scoring sheet for best poster
 | SC |
| 1. Feedback
 | 1. Develop post-conference survey
 | SC |