



SBMT Subcommittee Scaffolding Guidelines

Webinars or Virtual calls are part of the working group/ Subcommittee function that take place through video or audio-conferencing tools.

General

Topical subcommittees are steered and directed by the Scientific Committee. All subcommittee chairs are encouraged to maintain constant communication with the Chairman of the board and Scientific Director who chairs the Scientific Committee: Dr. Babak Kateb. Fellows appointed to subcommittees are approved directly by the Scientific Committee chair.

Subcommittee Chair(s): Faculty in charge of steering the program of the Subcommittee track in accordance with the Chair of the Scientific Committee.

Subcommittee Co-Chair: Faculty in charge of one or several sessions but not the whole track.

Fellows and Interns: Students or Graduate team members that provide research support for the faculty.

The Chairs and Co-chairs will provide the necessities, and bring forth the necessary discussion points for the management staff to operationalize procedures. Operations will be overseen by the Chairman, CEO, Chief Operations Officer, executive director, and president directly to organize and orchestrate the necessities of all 20 subcommittees. There will be no operations, budget or logistics discussed at the Subcommittees and Scientific Committee level. Operations will be discussed in the Operations and Logistics Committee. Any questions regarding operations must be directed to the chairman of the board.

Efficiency

Email workflows: Set up email workflows that automatically send notifications or standardized messages to volunteers, members, or stakeholders for critical areas like event registration, reminders, or survey feedback requests.

Online forms: Use online forms to make critical processes easier to follow through. Enable volunteers or new members to apply online and automate

processes such as approval or rejections, reminders, or registration confirmation emails.

Use a reliable communication platform: Choose a reliable virtual communication platform that allows for video conferencing, instant messaging, chat rooms, and document sharing so that all subcommittee members can participate.

Establish clear guidelines for virtual call etiquette: Establish clear and concise guidelines for conduct during virtual calls, such as preparation of materials, timely arrival, sound quality, and appropriate behavior.

Use video conferencing whenever possible, instead of audio conferencing whenever possible, as it facilitates personal interaction and offers visual cues that promote engagement.

Encourage virtual call tools for collaboration: Use virtual call tools, such as screen sharing or collaborative digital workspaces, to enable virtual collaboration and promote real-time participation.

Prepare a clear and concise agenda: Prepare a clear and concise plan for the virtual call to ensure the session stays focused and on track.

Designate a facilitator: Appoint a facilitator for the virtual call who can manage the conversation, keep the call on the agenda, and encourage participation. Chairs need to work with the appointed Fellows to produce the Agendas for the next call.

Take meeting minutes: Fellows should take comprehensive minutes of the virtual call, documenting agreements, action items, and critical discussion points.

Follow up on action items: Ensure that action items agreed upon during the virtual call are followed up with and scheduled to keep the subcommittee on track with the set objectives.

Ethical guidelines for subcommittee meetings:
Respectful communication: All members should communicate respectfully and professionally, ensuring that all contributions are given due



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consideration regardless of their position. Constructive criticism should be presented respectfully.

Adherence to ethical standards: All members should adhere to high ethical standards and research integrity, including confidentiality, respect for privacy, informed consent, and avoiding conflicts of interest.

Respect for hierarchy: The subcommittee chair should be regarded in the highest regard and allowed to lead and direct the meeting. Subcommittee co-chairs, faculty, fellows, interns and volunteers should respect the chair's authority, and suggestions or recommendations should be brought through the chair where necessary.

Sensitivity to time zones: Meetings should be scheduled conveniently for all members, considering differences in time zones.

Preparation and punctuality: Members should attend virtual calls prepared and punctually, with all necessary materials and documents.

Attention to technology: Members should ensure that their internet connections and other communication-related tools function at the highest level, and any challenges should be addressed promptly.

Commitment to the subcommittee mission: All members of the virtual subcommittee should be committed to achieving the objectives of the subcommittee and working towards progress through collaborative engagement.

Engagement and contribution: Members should actively participate in meetings, listen to other members' input or questions attentively, offer insightful and constructive opinions and ask informed questions, and contribute to achieving the subcommittee's goal.

Improvements moving forward:

Clearly define roles and responsibilities: Clearly define the roles and responsibilities of each subcommittee

member to increase accountability and prevent misunderstandings.

Set clear goals and objectives: Set clear and measurable goals and objectives for the virtual subcommittee working groups quarterly, semi-annually, or annually. This will enable the subcommittee to focus on achieving specific milestones.

Establish regular virtual meetings: Establish specific meeting times to promote accountability and participation among the members. This will ensure everyone is up-to-date and engaged in subcommittee activities.

Use practical communication tools: Use effective communication tools like video conferencing, instant messaging, chat rooms, shared documents, etc., to facilitate communication and collaboration among virtual subcommittee members.

Utilize practical task management tools: Utilize effective tools like Trello, Asana, or Basecamp to manage tasks and track progress, keep the subcommittee focused, and prioritize to attain the set objectives.

Develop rapport and collaboration: Developing rapport, personal connections requires trust and cooperation. Therefore, the team should engage in activities that foster team-building, **Collaborate, Cooperate, Communicate on Time (C3T)** and encourage open communication.

Celebrate achievements: Celebrate milestones achieved throughout the period and reward exceptional service to motivate and inspire the subcommittee members.