



Position:

Scientific Program Chair

Start Date:

Three-year term, beginning December 2026

Overview:

The ASTMH Scientific Program Chair is responsible for the educational and scientific program content presented at the Society's Annual Meeting. The meeting is the premier international conference for sharing scientific advances in tropical medicine and global health, and together with the Society's journal, the *American Journal of Tropical Medicine and Hygiene*, are the Society's flagship activities. The Chair is a member of the Board of Directors and the Executive Committee. This position is appointed by and reports to the Board of Directors, seeking and receiving input and direction from the Board to identify and support areas of growing interest within the field and the Society. The Chair is considered one of the primary leadership positions of the Society, presenting a unique opportunity to influence and shape the scientific content of the Annual Meeting and ensure that along with the Board, the Society maintains and expands its position as a world leader in tropical medicine and global health.

Annual Meeting attendance routinely approaches 4,000 and draws attendees from leading U.S. and international basic and translational researchers, physician-scientists, clinicians, program professionals and thought leaders from the U.S. and around the world, including academic, military, federal government, philanthropic, non-profit and corporate sectors. Approximately one-third of the attendees are from outside North America, representing 100+ countries. In addition, about one-third of the attendees are students/trainees. Presenters and attendees are typically evenly split between men and women.

High Level Roles and Responsibilities:

- The Scientific Program Chair is responsible for the yearlong planning and execution of the educational and scientific program content of the Society's Annual Meeting, including Annual Meeting-related content posted on GOTropMEd (**G**lobal **O**nline **T**ropical **M**edicine **E**ducation), a members-only benefit offering online talks and presentations by world experts in tropical medicine, hygiene and global health.
- The Program Chair must balance the complex and demanding interests of the Society's "big tent." He or she understands the core interests of the Society and at the same time recognizes that the field is constantly changing. Given this, the Annual Meeting must be simultaneously familiar, yet new, and always inspiring. In addition to scientific content, attendees are increasingly looking for professional development and networking opportunities at the meeting, which in turn add new demands to an already full schedule.
- In addition to a global platform for the best science, the Annual Meeting is a complex effort directly affecting the Society's staffing, finances, and contractual obligations. As the Society's largest source of net revenue, high-level decisions impacting the Annual Meeting and the Society are determined jointly with the Scientific Program Chair, President, Secretary-Treasurer, CEO, COO and VP, Meetings.

- The overall scope of the Meeting is strongly influenced by the Chair, with support from the Scientific Program Committee and input/direction by the Board. Recently, the Annual Meeting has offered a theme, set by the President. The President and/or Executive Committee also selects the opening keynote speaker, Commemorative Lecture speaker and the Soper/Craig Lecture speaker.
- The Chair role is a multifaceted position with heavier workloads in certain parts of the year. In addition to the core scientific and educational planning duties, the Chair must have excellent time management and communications skills. With the number of submissions increasing each year, the Chair's role can include substantially rethinking, combining or refocusing submitted proposals, as well as communicating with submitters in a thoughtful manner about changes.
- The Chair works closely with the Associate Program Chair (whom he or she selects); the Scientific Program Committee to oversee the development and execution of the scientific program; and Society staff supporting the scientific program, which on occasion could include the CEO.
- The Associate Program Chair and Scientific Program Committee provide significant support. Society staff who support the scientific program offer substantial administrative support managing the collection and review of content and executing presentation and meeting logistics.

Detailed Scientific Content Roles and Responsibilities:

- The Program Chair provides leadership for the Scientific Program Committee and its Subcommittee Chairs, whose qualifications and in-depth expertise lie in a variety of professional disciplines. Under the direction of the Chair, the Subcommittees are responsible for ensuring that high-quality scientific and clinical content is presented to meeting attendees in an accessible and creative format.
- The Scientific Program Committee reviews the submissions (abstracts and symposia) and selects material for presentation, helping to organize Scientific Sessions and providing guidance for Symposium organization. To better meet the needs of clinicians, submissions related to clinical care that are strictly educational content (best practices, reviews of clinical care topics, reviewing the literature, professor rounds, case based rounds etc.) will be reviewed as educational content by the Scientific Program Committee. The Educational Topic sessions would be primarily reviewed by clinicians. The Chair also provides guidance to staff in constructing calls for symposia and abstracts, ensuring that timely topics and varied materials are solicited throughout the process. Additionally, the Chair actively seeks opportunities to enhance the value of the Annual Meeting, thereby increasing the influence and global reach of the Society.
- The pandemic ushered in a virtual attendance capability for the Annual Meeting. The Program Chair will conduct (with Society staff managing) an annual assessment of remote registrations, value and costs. This analysis will be shared in an annual consultation with elected and staff leaders to determine the plan for the following Annual Meeting.
- The Chair works with staff to issue an annual Call for Program Committee Members and is responsible for the final selection of committee members based on the input of Subcommittee Chairs. The Chair is responsible for ensuring that the Program Committee reflects the diversity of the Society's membership in terms of gender, geographic location and scientific disciplines. The Chair's role is to monitor potential content gaps and adapt the committee membership and content areas accordingly to keep track with the evolving science of tropical medicine and global health.

- Sponsored Symposia are sponsored content outside of the Annual Meeting's scientific program. This is an avenue for for-profit and non-profit sponsors to hold their self-directed symposia at the Annual Meeting with strict rules of separation from the scientific program. The Chair receives proposals vetted by the CEO and reviews the proposal for scientific appropriateness. The review decision is communicated back to the Manager, Development for continued partnership management with the sponsored symposium contact. Staff works within the rules of required separation and advises the Chair on scheduling needs.
- The Annual Meeting offers Continuing Medical Education (CME) credit through the Accreditation Council for Continuing Medical Education (ACCME) and continuing education credit for veterinarians through the American Association of Veterinary State Boards (AAVSB). Staff is responsible for ensuring regular compliance with the requirements stipulated by the respective accrediting bodies and notifying the Chair about content-related accreditation criteria that might affect speaker eligibility or the session schedule.
- Each year between February and April, the Chair accompanies the VP, Meetings and other staff supporting the Scientific Program and/or revenue-generating (non-CME content) aspects of the meeting on a site visit of the Annual Meeting venue to become familiar with the meeting space.

Board of Directors:

- The Chair is a voting member of the Board of Directors and a voting member of the Executive Committee (a subset of the Board). The Chair seeks input/direction from the Board to identify and support areas of growing interest within the field and the Society.
- The Chair is required to attend all Board of Directors and Executive Committee meetings. These are primarily held by Zoom except for Board events held at the Annual Meeting. Meetings are approximately every two months. While rare, special topic meetings may be scheduled as needed.

Society Liaison Role:

- The Chair is expected to be aware of membership trends (Board meetings and staff updates will supplement the Chair's knowledge) and the multiple disciplines represented by Annual Meeting attendees to ensure that the changing needs of Annual Meeting constituents are heard and met to the degree feasible.
- The Program Chair and Associate Program Chair work closely with the Society's five subgroups to coordinate subgroup-specific content and networking activities.
- Additional input and feedback can be expected from the Continuing Medical Education (CME) Committee, the Trainee Membership Committee and the International Member Committee.

Media Spokesperson:

- Increasingly, the Program Chair is interviewed by the media during the Annual Meeting related to some aspect of the content, especially when it relates to his or her area of scientific expertise. During the year, there may be instances where he or she is asked to speak to a reporter due to his or her scientific expertise. While not required, media experience and training is highly desirable.

- Between August and September, the Program Chair participates in 2-3 calls with the Society's Senior Communications Manager to identify scientific content of interest to the media that could be highlighted in the Society's media promotion efforts.
- The Chair reviews the Annual Meeting sessions with the Society's Senior Communications Manager to choose abstracts and/or symposium sessions to be developed into press releases and distributed to new media. The Chair reviews and approves the draft press releases for accuracy before distribution to the media.

Time Commitment:

This position requires approximately 15% of time annually. Excellent internet accessibility is essential for timely communication and decision making. While this is a year-round time commitment, it is a highly predictable timeline. Fluctuations do occur and every effort is made to provide sufficient notice.

Terms and Compensation:

The term of office is three years, beginning December 2026. An honorarium is available for this position at an amount set by the Board.

Selection Criteria:

- A member in good standing (dues current and paid)
- Broad knowledge of clinical tropical medicine, basic science topics and public/global health operations; well respected in the field
- Highly desirable: previous leadership experience managing high-profile or complex educational efforts that included time management, budgetary and committee/volunteer resources
- Current or previous service on the Scientific Program Committee is a plus but not required
- Strong commitment to the [mission of the Society](#) and dedication to demonstrating said mission through the Annual Meeting
- Energy, vision, commitment and open-mindedness to actively engage in identifying and implementing new strategies to enhance the Annual Meeting and thus the Society's role and influence on the global stage
- It is expected that candidates have their employer's full support for the time required to perform the Chair's duties. The Scientific Program Chair role is part of the Board of Directors and the Executive Committee, and thus attendance at all meetings is required.

Application Procedure – Deadline: April 15, 2026, 11:59 pm Eastern Time

- Maximum two-page narrative statement addressing the listed criteria, the strengths the candidate brings to this role, and personal interest in seeking this key position within the Society.
- CV or NIH format biosketch
- [Submit your application here](#)