

## Scientific Session Committee Guidelines & Purpose

### Mission Statement

Our mission is to provide excellent continuing education programs; an annual tradeshow demonstrating new dental technology, products, and services; and a professional setting that encourages maximum participation and camaraderie; thereby improving dentists' and related dental professionals' ability to provide quality care for their patients.

### Committee Purpose

The Scientific Sessions Committee is a service committee; it is not a policy committee. Our function, focus and mission are to enhance the experience of the attendee and exhibitor that visits the Star of the North Meeting.

### Committee Responsibilities

The committee is responsible (in conjunction with MDA staff) for making all arrangements for holding each annual scientific session; recruiting suitable speakers for each educational session; providing for admission to the scientific session; maintaining a manual of the techniques of operation of the committee; and providing for the publicity for the annual scientific session.

Committee members determine specific programs/topics within the educational template for the coming SON meeting. In addition to planning the continuing education programs, one committee member is responsible for table clinics, one for exhibits, one for workshops, one for social events, and one for hospitality (speaker and room host assignments).

The committee chair is responsible for overseeing exhibitor and registration issues, for planning the entertainment for the BIG Party and for making all interim policy decisions.

### Length of Term

Committee terms last six years. The term begins in June (2021) and concludes at the May committee meeting (2027) where a summary of the most previous meeting is discussed. Committee members serve staggered six-year terms (except dental students, who are appointed annually). During the last year of the term, a committee member will serve as General Chair. There are six dentists, two student dentists, and one Board Liaison on the committee.

## **Member Responsibilities**

### ***Time Commitment:***

- The committee holds (5) Friday afternoon meetings (1 pm to 5 pm) per year. Meetings are held at the MDA Office in May, August, October or November, January and March.
- The committee holds a full day strategy meeting the third week of June.
- During the week of the Star of the North Meeting, committee members are expected to stay onsite at the Saint Paul Hotel and be available beginning Wednesday afternoon at 2:00 pm through Sunday morning. Committee members are expected to attend a variety of evening social events. Expenses are covered by the MDA.

### ***Travel:***

- Committee members make two “scouting” trips per year to a national dental meeting for the purpose of scouting programs, speakers, and exhibitors for future Star of the North Meetings. During your 3<sup>rd</sup>-5<sup>th</sup> year on the committee, additional scouting trips may be assigned. The main assignment while attending a meeting is to scout the speakers that are presenting and decide if they are appropriate for a Minnesota audience. We use our judgment and a reporting form to relay our opinions on the worthiness of the speaker to present at SON. Also, we observe the layout of the meeting - what functions they have for attendees and for exhibitors. Moreover, we look to make professional connections with the other scouts, as well as the committee members of the hosting meeting. These connections help to foster the flow of information and encourage scouting at our meeting.
- These scouting trips are not to be considered personal vacations. You will be expected to attend 2 ½ full days of scouting and, most likely, one or two evening events. Some of these trips will be with other committee members and others will be solo. A summary report of your thoughts and recommendations should be written and shared with all committee members and staff as soon as possible after the meeting.
- If you attend a meeting that runs longer than 3 days, you will be allowed to attend a CE course for credit on your own time. You will be asked to register and pay for this course by yourself and you will be responsible for any costs incurred for that period, including hotel and meals.

### ***Relationships:***

- Ideal committee members will be very familiar with dental continuing education programs available locally and nationally, but they must be willing to balance their personal quests for continuing education with finding CE programs to meet the needs of MDA members and their dental team members.
- The committee works hard to develop and maintain positive relationships with the School of Dentistry, dental fraternities, the Minnesota Dental Hygienists Association, the Minnesota Dental Assistants Association and specialty organizations. By encouraging their involvement in the planning process for the Star of the North Meeting, the committee helps to ensure the success of their meetings and the MDA's.

- The committee also has a responsibility to the companies that support the meeting through their involvement as exhibitors. It must do everything possible to assure the exhibitors' success at the show and guarantee their return the following year.

***Restrictions:***

- During your six years, you will get the opportunity to hear small segments of great presentations and research which will feed your curiosity and thirst for knowledge. You will not receive any continuing education credits for your efforts.
- During your tenure, you will be ineligible to win any prizes from the raffle drawings or have any special accommodations for your staff or friends for the SOTN meeting. We put incentives together for attendees and it is a conflict of interest and improper to consider entering to win or using your position to help others.