**Abstract co-ordinator role**

* Assist President in planning the meeting – identifying speakers, working on the timetable and liaising with the conference organisers.
* Liaise with the conference organisers to finalise the “call for abstracts”.
* Liaise with the conference organisers s on the timetable for abstract submission and review.
* Liaise with BMFMS sec and the conference organisers to identify list of reviewers for abstracts (aim for a minimum of 3 per abstract – means that 4-5 need to be arranged after COI are taking into account).
* Liaise with BMFMS sec and the conference organisers to devise scoring scheme for abstracts
* Liaise with the conference organisers to confirm abstract groupings.
* Review abstract scores and determine which abstracts need to be discussed at the committee meeting (eg top 10, with cut off for oral presentations below that).
* Lead part of committee meeting where decisions are made on abstract choice - session should take no more than 1-2 hours but need to reach consensus. Agree on which abstracts are orals, which are oral posters, and which should be rejected.
* Liaise with the conference organisers to finalise list of oral, oral poster and poster presenters
* Troubleshoot issues from the conference organisers for presenters and meeting registrants before meeting (eg people wanting to withdraw their abstract, change data etc)
* Minimal work done by abstract co-ordinator on date of meeting, but be available for the conference organisers if there are problems.