



## Europlanet Science Congress (EPSC) Virtual Organizing Committee

### Terms of Reference – October 2020

#### The Europlanet Science Congress

The Europlanet Science Congress (EPSC) is the largest annual conference in Europe on planetary science and the main dissemination platform of the Europlanet Society. The virtual component of any EPSC or satellite meeting (whether fully virtual or hybrid with a physical conference) is overseen by the **Virtual Organizing Committee (VOC)** under the supervision of the EPSC Executive Committee.

#### Purpose of Europlanet Science Congress (EPSC) Virtual Organizing Committee (VOC)

To act as a strategic and operational body to plan and implement the virtual elements of the Europlanet Science Congress (EPSC) or other meetings on behalf of the Europlanet Society, with responsibilities including:

- Oversight of the format, platforms and tools (in collaboration with the Conference Organizer) required for the virtual meeting
- Development and implementation of training where necessary
- Evaluation of current and new facilities for virtual meetings
- Strategic planning for virtual access to EPSC and other Europlanet meetings

#### Reporting lines

The EPSC VOC will report to the EPSC Executive Committee. Reporting occurs by circulation of meeting minutes and by oral/written reports from the VOC Chair or Vice-Chair at EPSC Executive Committee meetings.

Liaison between other Europlanet Committees or Working Groups is via the Chairs or specific representatives nominated. No formal reporting lines are required, but these liaisons should be used for dissemination and consultation.

#### Meetings

- The EPSC VOC will meet virtually monthly on average (frequency may vary during the year). The Chair will approve the agenda of all meetings and it will be circulated to members at least 5 days prior to a meeting.
- The minutes of meetings will be recorded, circulated and formally agreed via email with the VOC, before being stored on the Europlanet Society shared folders.

## Membership and roles

Membership will include, inter-alia, the following:

- VOC Chair
- VOC Vice-Chair
- TBC (membership can be drawn from other Europlanet Society Committees or Working Groups, Europlanet 2024 RI activities, or individual members of the Europlanet Society, depending on the context of the virtual meetings organised)

The VOC Chair and Vice Chair will be appointed by the Europlanet Society Executive Board. They will serve for a term of 2 years, unless otherwise agreed by the Europlanet Society Executive Board. Unless otherwise agreed, the Vice-Chair will go on to serve a term as Chair, to ensure continuity.

## Aims

- To develop innovative, effective, low-cost virtual access to EPSC and other Europlanet meetings, building on best practice from around the world.
- To ensure that virtual meeting formats are optimised for accessibility and inclusion of planetary scientists and related communities in Europe and around the world, particularly those communities that are currently under-represented.
- To support and advise the EPSC Committee, SOC and LOC (if hybrid physical meeting) in practical delivery of meeting elements as required in virtual format.
- To promote opportunities for interaction and discussion within the virtual meeting, both in terms of the formal programme and in social networking.
- To promote, encourage and support the Constitution of the Europlanet Society and meet Europlanet's Commitment to Diversity.
- To review, report on, share and exchange good practice regarding virtual meetings within and outside of the Society.