**EULAR PARE Working Group**

“EULAR Congress and PARE Programme”

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**Programme / Project Description / Aims and Objectives**

The EULAR Congress Committee is the body developing the annual programme for the EULAR Congress. PARE is represented in the Committee with official delegates: The PARE Committee Chair as well as the EULAR PARE VP. So far these officially appointed PARE representatives have developed the PARE programme which is part of the overall EULAR Congress programme. However, as this task is a big responsibility and to ensure a better widespread input and diversity, it was now decided that a PARE Working Group should be established which would include additional members to support the development of the programme. These Working Group members would however not be official EULAR Congress Committee members and would not be able to serve as official session convenors.

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**Role of Working Group Members**

- to support the official PARE representatives in the development of creating high quality PARE and joint sessions
- to suggest relevant session topics for the PARE audience, talks and speakers
- to ensure the PARE programme features a range of nationalities, gender equality, balance between experienced speakers and the next generation

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**Timeline / Detailed Schedule**

- The PARE Programme planning cycle starts in March - April each year with putting together a list of relevant topics by the EULAR Congress Working Group. This is bounced back with the PARE Community for input.
- Between April – June the decision about final session topics and allocation of session convenors is taken.
- Before the first EULAR Congress Committee Meeting (June) a rough idea on the session titles, objectives and a range of potential talks and speakers and chairs should have been investigated.
- By end of August all details have to be completed.
- The EULAR Congress Committee Meeting in September fills any existing gaps and confirms the layout and set up of the sessions.
- Between November and April any upcoming changes need to be addressed.
- The March Meeting of the EULAR Congress Committee allocates the submitted abstracts to the sessions.
- The work within the EULAR Congress Working Group will be managed virtually (MS Teams) and via email (stable internet connection is required to join).
- Calls of 1 – 1 ½ hours are arranged every 6-8 weeks in average and 2-3 h of weekly support are envisaged on average.
- Tasks are to be distributed among WG members (deadlines apply)
- All the work is foreseen to be conducted via email, no regular travelling foreseen, also a participation at the EULAR Congress itself cannot be guaranteed

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**Required Skills**
**Essential skills:**
- Very good written and oral English
- Personal experience of having attended a EULAR Congress in the past
- Personal experience of having attended other medical / patient congresses at national or international level
- Strong involvement within national patient organisation and latest knowledge of what matters to the patient community
- Broad network at national but also European level to be able to feed potential speakers into the programme
- Good communication skills
- Ability to work to deadlines

**Desirable skills:**
- Involvement in organising an event (webinar, conference, congress) at national level

### Additional Comments

The Working Group needs 3 additional members.
Current Working Group members come from: Portugal, Cyprus.

If you have questions, please contact pare@eular.org