IUIS Education Committee (Edu C)

Terms of reference of the Edu C

The IUIS Education Committee (Edu C) (https://iuis.org/committees/edu/) is a dynamic group of committed immunologists representing the Regional Federations (https://iuis.org/about/) encompassing Europe (EFIS), Latin America (ALACI), Africa (FAIS) and Asia-Oceania (FIMSA) and North America (AAI/CSI).

Edu C Vision:
To advance Immunology training worldwide and lower disparity through promotion and support of Immunology Education in Low to middle income countries (LMICs).

Edu C Mission:
Edu C will be made up of an overall committee and an on-line learning sub-committee (OLSC) and jointly will:

- Organize courses in LMIC that are relevant to regional needs
- Provide a limited number of travel fellowships to students from LMIC to attend advanced immunology courses, through partnerships with immunological societies
- Provide ongoing academic mentoring of previous course participants
- Provide free access to on-line immunology content

On-line learning subcommittee (OLSC):
Immunopaedia (IP) is a global on-line learning platform which is used by IUIS as its official education site. IP promotes rigorous scientific dissemination to globalize immunology. The OLSC oversees immunology and scientific content development that is required for each on-line pre-course (e.g., in the form of case studies and easy to digest theoretical knowledge).

The administration of the OLSC will be executed by the IP staff and will include the following:

- Manage the administration of Edu C courses (advertisements and IP newsletters, organizing online registrations, creating excel files of applications for subsequent selection, correspondence with participants and Faculty)
- Prepare the online pre-courses (a prerequisite for all Edu C courses)
- Set up quizzes and self-paced learning tools

Edu C Leadership:
The Edu C leadership will consist of a board that will be made up of the Chair, two Vice-Chairs and the Past-Chair. The term for each position is three years (in line with the three years term of the IUIS Council and Executive Committee [ExCo]). Rotation on the board and continuation of the Past-Chair guarantees freshness and furtherance of accumulated expertise. The functions of each board member are:

- Chair:
  o Oversees all Edu C activities and courses' organization
  o Coordinates the search for external funding of courses
  o Organizes a minimum of two Edu C meetings per year
  o Seeks input from other IUIS committees to develop cross-discipline course content
Ensures that courses are well advertised
Prepares reports and budget requests to the ExCo
Represents Edu C at virtual meetings of Committees with ExCo

**Vice-Chair**
- Coordinates the organization of courses with local organizers and selected Edu C members
- Informs the Regional Federations of Edu C activities and disseminates information on courses
- Works closely with the Chair and takes the lead when the Chair is absent

**Vice-Chair OLSC:**
- Chairs the OLSC and oversees IP as related to IUIS activities
- Coordinates the vision and organization of on-line immunology content
- Works closely with IP staff to produce pre-course material for each course
- Coordinates IP ambassadors in scientific dissemination strategies and global connection of early career immunologists

**Past-Chair:**
- Is available to support course organization upon request and provides insight and expertise whenever needed

**Edu C Members:**
The Edu C Committee (including the board) should not have more than 16 members and each member is expected to actively contribute to Edu C activities. One Edu C member of a given Regional Federation should be designated as the Edu C representative of that Federation. They will act as the liaison to the Federation and contribute to the organization of courses in that region. They are involved in proposing and/or planning courses, disseminating information, and contributing to the teaching.

Membership should:
- Reflect representation of Regional Federations (FIMSA, ALACI, FAIS, EFIS, AAI/CSI/North America) and act as liaison to their Federations
- Be gender-balanced
- Be initially for three years with the possibility for extension (same procedure as for new members). Overlap of existing and new members is important to maintain continued expertise.

**Selection of Edu C committee and board members**

**Edu C membership:** Upon termination of a membership, an invitation will be issued to recruit new or extend existing committee member(s).
- Nominations/applications for Edu C membership are sent to the Chair of Edu C who will circulate them among current Edu C members for comments and feedback. The final selection will be made by the Edu C board.
- Current IUIS Council members can be suitable candidates
Potential members can elect to be part of the overall Edu C committee or the OLSC

- **Vice-Chairs:**
  - A call for nomination/application of the Edu C Vice-Chair and/or Vice-Chair OLSC is circulated among Edu C members, with a deadline of 3 weeks
  - All applications or nominations should come from the existing membership and include a statement of motivation to be sent to the Chair. It is highly recommended to highlight the educational programs and strategies to which candidates have contributed.
  - Voting among current EDU members will be organized by the Chair and will be done by email within the stipulated deadline

- **Chair:**
  - The Chair is elected by the committee from current Vice-Chairs or any other Edu C member
  - Voting among current Edu C members will be organized by the Chair and will be done by email

**Course organization:**
All members of the Edu C committee will be involved in some capacity in course organization, whether through regional representation or through the OLSC. The *sub minima* for courses organized are:

- Three in-person courses per year taking place in LMIC
- Edu C member involvement for the region they represent (ALACI, FAIS and FIMSA) and early notification of the Federation of the need for support (educational and financial).
- Issuance of Request for Applications
- Judging and selection of suitable locations (based on established themes, demographic and logistics criteria)
- Involvement in program development and approaching international Faculty for participation
- Involvement of the OLSC in devising course content and quizzes for the pre-course
- Three to four members of the Edu C committee to attend each course
- Organization of skills-building during the course (such as grant writing, CV writing, abstract and paper writing, equity/diversity/inclusion discussions, entrepreneurship)
- Contributing to the selection of course participants
- Securing additional financial resources

**Immunopaedia Ambassadors (IPA):**
These are not Edu C members, but graduate students, senior postdocs and early career investigators who can contribute educational materials, science dissemination and networking through Immunopaedia. The IPAs can be identified:

- As top performing students during Edu C courses
- Through the IUIS committees and EXCO
- Through regional course organizers