



IMSH 2026 Technology Summit Planning Team Co-chair Position Description

Technology Summit Planning Co-chairs provide member-based leadership and perspective to the design, organization, and conduct of the event. They come from the ranks of SSH active members, typically with a multi-year history of providing support, contributions, or leadership within the Society. Planning Team Co-chairs can be self-nominated or nominated by their peers. The Meetings Oversight Commission (MOC) reviews the nominees and selects (guided by a slating tool) the top candidates for approval by the Executive Committee of the SSH Board of Directors.

The MOC considers diversity in discipline, specialty, geography, content expertise, and other factors when building an event Planning Committee Co-chair slate.

Planning Team Co-chairs (from the collaborating organizations) lead the design of the educational content for IMSH 2026 Technology Summit. This Planning Team will ensure the focus of the educational content is reflective of the IMSH 2026 theme and that the event adheres to the approved budget. Planning Team Co-chairs leverage their networks and domain subject matter expertise to inform their recommendations for event keynote speakers and facilitators for the educational content. Planning Team Co-chairs ensure that the event is fresh and appealing while also meeting the educational needs of SSH members.

General Duties include:

1. Work with the SSH Board of Directors, lead organization staff, Meetings Oversight Commission, Technology related committees for content direction.
2. Work with the lead organization staff (rotates every year) to facilitate the IMSH 2026 Technology Summit content development process and logistical arrangements. SSH staff will facilitate marketing, registration, and communication strategies.
3. Ensure continuous engagement and timely responses for correspondence and communication regarding IMSH 2026 Technology Summit.
4. Recognize they are responsible for the final selection of all IMSH 2026 Technology Summit Educational content.
5. Monthly reports provided to the SSH Technology Committee & IMSH 2026 Planning Co-chairs.

Requirements for Position description:

- Must be able to participate in scheduled calls during SSH Business hours (schedule is variable, may be as often as weekly).
- Must be a current SSH member in good standing and will maintain this status for the duration of the appointment.
- Must have attended at least one (1) IMSH conference in the previous three (3) years.
- This is a 10-month commitment as one of four IMSH 2026 Technology Summit planning co-chairs. The term will begin April 7, 2025 and end on January 31, 2026.

Preferred Qualifications:

Applicants will be reviewed and selected to support having diversity of background and healthcare simulation attributes (eg learner populations, setting). Applicants will be evaluated with consideration given to the following items (as well as other items):



NOTE: These items are not requirements for applying but a strong candidate will possess a range of the following attributes:

- Attendance at multiple IMSH conferences and other SSH conferences.
- Participation in SSH Events (presenter, reviewer)
- Demonstrated engagement and track record of performance in SSH Committees, Commissions, Interest Groups, or other society Working Groups.
- CHSE, CHSE-A, CHSOS, CHSOS-A certified or equivalent.
- Administrative or leadership roles in accredited simulation centers.
- Demonstrated engagement in the healthcare simulation community, eg publications, research, presentations, social media presence.
- 20% or more of effort dedicated specifically to simulation activities.
- Prior leadership positions within SSH.
- Fellow of the Society for Simulation in Healthcare (FSSH).
- Prior participation in conference planning activities.

Items to Submit

- Statement of interest highlighting the applicant's interest and reasons for applying for the position.
- CV or resume that highlights any conference/meeting planning/organization experience.
- Please include professional social media account information as desired/appropriate.
- Please submit all documents to Trenell Croskey, Tcroskey@ssih.org. The deadline to submit your documents is Tuesday April 30, 2025 by 5:00pm EST.