

VOLUNTEER OPPORTUNITY Research Abstract Chair

CanSAGE Annual Conference Scientific Planning Committee

CanSAGE is seeking a Research Abstract Chair to lead the abstract submission and review process for the Annual Conference. This is a 3-year volunteer position open to practicing Gynecologists who are CanSAGE members in good standing with an interest in research and academic scholarship.

ROLE AT A GLANCE

Position	Research Abstract Chair
Term	3-year volunteer term
Eligibility	Practicing Gynecologist; CanSAGE member in good standing throughout the term
Reports To	Scientific Planning Committee (SPC) and Conference Leadership
Selected By	Current SPC / Annual Conference Committee
Application Deadline	October 6, 2026
Submit To	admin@cansage.org

ABOUT THE ROLE

The Research Abstract Chair is a member of the Annual Conference Planning Committee, appointed by Conference Leadership for a 3-year term. The Research Abstract Chair oversees the full abstract submission, review/grading, and selection process for the CanSAGE Annual Conference. Working closely with the Video Chair, the Conference Chair and Director, the Abstract Chair ensures that the scientific program reflects the highest standards of scholarship in advanced gynecologic surgery.

This role is central to shaping the research and academic dimension of the conference and to supporting clinician-researchers across the CanSAGE community.

RESPONSIBILITIES

- Oversee the full abstract submission process, including platform setup and communications with submitters
- Recruit and coordinate a panel of qualified reviewers from the CanSAGE membership
- Manage the peer review process, ensuring timely and consistent evaluation of all submissions
- Select abstracts for oral and poster presentations in collaboration with the Scientific Planning Committee
- Communicate decisions to abstract submitters in a timely and professional manner
- Coordinate abstract presentation scheduling within the conference program

- Report to the SPC and Board on submission numbers, review outcomes, and trends (as applicable)
- Participate in Annual Conference Planning Committee meetings as required (not mandatory)
- In Year 3, mentor and onboard the incoming Research Abstract Chair

CANDIDATE PROFILE

Ideal candidates will bring:

- Active CanSAGE membership in good standing (maintained throughout the 3-year term)
- Qualifications as a practicing Gynecologist
- Experience with research, peer review, or abstract adjudication
- Strong organizational and communication skills
- Enthusiasm for research and academic scholarship in advanced gynecologic surgery

HOW TO APPLY

Interested candidates are encouraged to submit a current CV along with a brief expression of interest outlining their relevant experience and motivation for the role.

Send your application to: admin@cansage.org

Subject line: *Interest in Volunteer Opportunity as Research Abstract Chair*

Depending on the number of applications received, interviews may be conducted.

Please submit your application no later than **October 6, 2026**.

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