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ARTP Complimentary Attendance Policy

1. Purpose

This policy is intended to ensure that the ARTP complimentary attendance procedure is fair, equitable and efficient.

2. Scope

This policy applies to all ARTP members, ARTP committee members, ARTP stakeholders and complimentary attendance nominees who are involved in any stage of the complimentary attendance procedure, including nomination, evaluation and notification of nomination outcome.

3. Organisational Commitment

For ARTP members who show a distinguished commitment to supporting ARTP activity over a given year, recognition and appreciation can be shown in the form of supporting complimentary attendance at the ARTP Annual Conference. ARTP intend to ensure that the complimentary attendance procedure is fair and equitable, with transparency around how nominations are made, and complimentary attendance recipients are agreed.

Our policy is:

- To provide a fair and equitable nomination procedure which is clear and easy to use for any ARTP Executive Board or ARTP Council members wishing to make a complimentary attendance nomination.
- To provide clear details on eligibility criteria for who can make nominations and receive complimentary attendance.
- To provide an impartial procedure for evaluating complimentary attendance nominations and notification of outcome to successful recipients.
- To publicise the existence of our ARTP complimentary attendance procedure to ensure the process is transparent to ARTP members.
- To ensure everyone within ARTP is aware how complimentary attendance recipients are agreed.
- To ensure all complimentary attendance nominations are evaluated by the Nominations Committee in a timely way, dictated by the ARTP Events Committee timeline.

4. Terms and Definitions



4.1. Complimentary Attendance

Attendance awarded on a complimentary basis at the ARTP Annual Conference to an eligible recipient who is a member of the ARTP Executive Board or ARTP Council or has been nominated by an eligible nominator in recognition of distinguished commitment to supporting ARTP activity over a given year.

4.2. Nomination

A formal submission of evidence in support of an individual eligible to be considered for ARTP complimentary attendance.

4.3. Nominator

An ARTP Executive Board or ARTP Council member who makes a nomination for an individual to be considered for ARTP complimentary attendance.

4.4. Nominee

An individual who has been nominated by an eligible nominator to be considered for ARTP complimentary attendance.

4.5. Eligibility

The suitability of an individual to be either make a complimentary attendance nomination or be considered for complimentary attendance.

4.6. Nominations Committee

An annually agreed sub-committee within the ARTP Events Committee who are responsible for considering awards nominations, complimentary attendance nominations and making recommendations to the ARTP Executive Board each year. Members include:

- ARTP Events Committee Chair
- ARTP Events Committee Vice-Chair
- ARTP Honorary Chair
- ARTP Vice-Chair
- Any members suggested and agreed by the Nominations Committee to participate for that given year (conferred by the ARTP Board)



5. ARTP Complimentary Attendance Procedure

5.1. Types of ARTP Complimentary Attendance

Two types of ARTP complimentary attendance may be awarded in any given ARTP Annual Conference year:

- ARTP Executive Board and ARTP Council complimentary attendance
- ARTP complimentary attendance (awarded through the ARTP complimentary attendance procedure)

5.2. ARTP Executive Board and ARTP Council Complimentary Attendance

ARTP Executive Board and ARTP Council complimentary attendance is awarded to agreed members of the ARTP Executive Board and ARTP Council in recognition of commitment to supporting ARTP activity.

5.2.1. Eligibility Criteria for ARTP Executive Board and ARTP Council Complimentary Attendance

To be considered for ARTP Executive Board and ARTP Council complimentary attendance, recipients must be ARTP members and be a member of the ARTP Executive Board or ARTP Council in one the following roles:

- ARTP Honorary Chair
- ARTP Vice-Chair
- ARTP Events Committee Chair
- ARTP Events Committee Vice-Chair
- ARTP Secretary
- ARTP Treasurer
- ARTP Communications Chair
- ARTP Communications Social Media Representative
- ARTP EDI Chair
- ARTP Education Chair
- ARTP Paediatrics Chair
- ARTP Sleep Chair
- ARTP Spirometry Chair
- ARTP Standards Chair
- ARTP Workforce Chair
- ARTP Early Careers Representative



- ARTP Research Chair
- ARTP Manufacturer's Liaison Chair
- ARTP President
- ARTP Council Non-Executive Director

5.2.2. Nomination Guidance for ARTP Executive Board and ARTP Council Complimentary Attendance

To be considered for ARTP Executive Board and ARTP Council complimentary attendance, notification must be given in writing to the ARTP Events Committee Chair in advance of the ARTP Annual Conference early bird registration deadline, dictated by the Events Committee timeline.

In the event of committee Chair non-attendance at the ARTP Annual Conference, complimentary attendance may be delegated by the committee Chair to the Vice-role, ratified by the Nominations Committee.

It is expected that ARTP Executive Board and ARTP Council complimentary attendees will contribute towards the delivery of the ARTP Annual Conference, confirmed in writing through the ARTP Business Administration Team.

5.3. ARTP Complimentary Attendance

5.3.1. Eligibility Criteria Guidance for ARTP Complimentary Attendance

To be considered for ARTP complimentary attendance, nominations must have been made by a nominator who is currently a Full, Honorary or Fellow member of ARTP, and be a member of the ARTP Executive Board or ARTP Council. Anyone wishing to be considered as a nominee themselves must be supported by a formal nominator (not open to direct application).

Nominees:

- Must be a current member of ARTP (all membership categories apply).
- Must have demonstrated commitment to supporting ARTP activity over the given year, evidenced through a written nomination.

A nominee considered one year but not awarded complimentary attendance is eligible for nomination and receipt of complimentary attendance in future years. There is no limit on the number of nominations a member of the ARTP Executive Board or ARTP Council may make in any given year.

5.3.2. Nomination Guidance for ARTP Complimentary Attendance

To be considered for ARTP complimentary attendance, a nominee's work and commitment to supporting ARTP activity over the given year must be evidenced through a written nomination using the nomination form and relating to the nomination guidance.

The nomination must be a clear written statement of approximately 200-400 words supporting the view that the work of the nominee fulfils the mission, vision and objectives of the ARTP wholly or in part. This should include evidence of:



- Activity which has significantly impacted on the advancement and delivery of ARTP committee objectives for the given year.
- How the nominee has promoted or demonstrated the values and behaviours of a respiratory and sleep scientist.
- How the nominee's commitment has gone above and beyond their normal committee role.
- How the nominees work has benefited other committee activity and contributed towards the delivery of the ARTP Strategic Plan.

5.4. Eligibility Criteria

Eligibility criteria apply both to those who can make a nomination and those who can be considered for ARTP complimentary attendance. Eligibility criteria are detailed within award specific nomination guidance, and are also shown in Table 1 (nominator eligibility) and Table 2 (nominee eligibility):

Table 1: Nominator Eligibility

| ARTP Complimentary Attendance Type | Nominator Eligibility Criteria |
|--|---|
| ARTP Executive Board and ARTP Council Complimentary Attendance | <ul style="list-style-type: none">• Full, Honorary or Fellow member of ARTP• Must be a member of the ARTP Executive Board or ARTP Council in a role detailed in section 5.2.1 |
| ARTP Complimentary Attendance | <ul style="list-style-type: none">• Full, Honorary or Fellow member of ARTP• Not open to direct application• Must be a member of the ARTP Executive Board or ARTP Council |

Table 2: Nominee Eligibility

| ARTP Complimentary Attendance Type | Nominee Eligibility Criteria |
|--|--|
| ARTP Executive Board and ARTP Council Complimentary Attendance | <ul style="list-style-type: none">• Full, Honorary or Fellow member of ARTP• Must be a member of the ARTP Executive Board or ARTP Council in a role detailed in section 5.2.1• May be delegated to ARTP committee Vice-role, ratified and agreed by the ARTP Nominations Committee |
| ARTP Complimentary Attendance | <ul style="list-style-type: none">• Must be a current member of ARTP (all membership categories apply)• Must have demonstrated commitment to supporting ARTP committee activity over the given year, evidenced through a written nomination |

5.5. Receipt of Eligible Nominations

Nomination forms and supporting evidence must be completed fully and sent electronically by email to conference@artp.org.uk by the date and time specified on the nomination form. Incomplete



nomination forms will not be eligible for consideration for ARTP complimentary attendance by the ARTP Nominations Committee. The deadline date will be agreed in advance by the ARTP Events Committee, dictated by the Events Committee timeline and will usually be 8-12 weeks prior to the ARTP annual conference. After such time, no further nominations will be accepted or considered for ARTP complimentary attendance for that given year.

5.6. Evaluation of Eligible Nominations

5.6.1. ARTP Executive Board and ARTP Council Complimentary Attendance

In the event of request to transfer ARTP Executive Board and ARTP Council complimentary attendance to an individual in a committee Vice-Chair role, the ARTP Nominations Committee will assess the suitability in the context of length of time in office and support to committee Chair in delivery of committee activity. A response will be given in writing to the committee Chair regarding the transfer of complimentary attendance outcome.

5.6.2. ARTP Complimentary Attendance

Only eligible nominations received prior to the nomination deadline with appropriate supporting evidence will be considered for ARTP complimentary attendance for that given year.

In support of a fair, transparent and systematic approach, appropriate assessment will be made solely in context of information provided via the nomination form.

Evaluation of complimentary attendance nominations will be undertaken by the ARTP Nominations Committee.

The ARTP Nominations Committee shall meet following the nomination deadline and score each nomination that meets eligibility criteria based on supporting evidence provided from 1-5 (1 – low score, 5 – high score), for each of the following areas:

Delivery of Committee Activity: Has the nominee demonstrated excellence and commitment to delivery of ARTP committee activity for the given year?

Exceeding Committee Role: Has the nominee's achievement gone above and beyond their normal committee role, demonstrating exceptional dedication, initiative, and leadership?

Impact: Has the nominee made an impact beyond their immediate ARTP committee, such as benefiting other ARTP committee activity, and contribution towards objectives within the ARTP Strategic Plan?

Evidence: Is there appropriate and compelling evidence provided in support of the nomination, such as testimonials, data, or other relevant documentation?

On completion of individual scoring, scores will be collated, and the awardee details will be sent to ARTP Business Administration.

The decision of the Nominations Committee shall be final. Any matter not set out in these principles, such as the specifics of the criteria used in making the decision, are left to the discretion of the Nominations Committee. Any grievance related to the nomination evaluation process are encouraged via the ARTP Complaints Policy for formal investigation and response.



5.7. Notification of Complimentary Attendance Outcome

The number of complimentary attendance packages awarded in any one year are dictated by the Annual Conference budget and agreed with the ARTP Treasurer. Any ARTP Executive Board or ARTP Council complimentary attendance places agreed within the remit of the ARTP Annual Conference budget but not allocated may be awarded to ARTP complimentary attendance nominees, subject to ratification by the ARTP Nominations Committee.

While possible nominees are to be considered every year, no allocation of complimentary attendance will be made if the Nominations Committee decides that none of the nominations in any given year meet the established criteria.

Successful ARTP complimentary attendance nominees will be notified in writing by the ARTP Business Administration team, accompanied with the appropriate information to undertake registration for the ARTP Annual Conference.

In the event of an inability to attend the ARTP Annual Conference in the given year, successful awardees may request deferral of complimentary attendance to the following ARTP Annual Conference, subject to ratification by the ARTP Nominations Committee.

6. Supplementary Nomination Form

Supplementary nomination forms will be provided to the ARTP Executive Board and ARTP Council on an annual basis for the purposes of making nominations as per the ARTP complimentary attendance procedure.



Document Approval Table

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