



Dr. Iga Lipska  
Chairwoman of the Board  
Health Policy Institute  
Poland  
Email address: iga.lipska@healthpolicy.institute

March 13, 2023

Re: Invitation to join the International Scientific Program Committee (ISPC) for the HTAi 2024 Annual Meeting in Seville, Spain

Dear Dr. Iga Lipska,

On behalf of HTAi, I would like to invite you to join the International Scientific Program Committee (ISPC) for the HTAi 2024 Annual Meeting that will take place in June 2024 in Seville, Spain. We are very excited to begin discussions related to the scientific content of the program very soon and hope that you can join us!

As detailed on the attached Terms of Reference, the ISPC is responsible for the overall quality of the scientific program including the development of the conference theme and plenary sessions, oversight of abstract reviews, final selection, and thematic grouping of the conference content. As leaders in the HTA field, ISPC members may also be asked to encourage the participation of key thought leaders and scientists, and to assist with recruitment of abstract reviewers to ensure excellence in the scientific content of the program.

Starting in March 2023, the ISPC will meet regularly to develop the main conference theme, plenary themes, and work on inviting keynote and plenary speakers. Thereafter the committee will be involved in the abstract reviews until Christmas 2023, decide on final selections of abstracts in January 2024 and work on the program development, presentation awards and session chairs until May 2024.

We would kindly request that you confirm your interest in serving as a member of the ISPC for HTAi 2024 Annual Meeting by signing this letter, completing the attached Conflict of Interest Form.

If you have any questions or require further information, please do not hesitate to contact the HTAi Secretariat ([annualmeeting@htai.org](mailto:annualmeeting@htai.org)).

Thank you in advance for considering our request. We look forward to working with you on this important event for the global HTA community.

With warmest regards,



**Accepted by:**

Name of organization: **Health Policy Institute Foundation (NGO)** \_\_\_\_\_

Signature: \_\_\_\_\_

Print name: **Iga Lipska** \_\_\_\_\_

Date: **13th March 2023** \_\_\_\_\_