

6V. Anatomy of an IBC meeting: Understanding the Structure, Function, and Operations of an Institutional Biosafety Committee

October 8, 2025 | 11:00 am – 3:00 pm CDT
Virtual Professional Development Course



Instructors:

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Overview

This four-hour course provides an in-depth look at the anatomy of an Institutional Biosafety Committee (IBC) meeting, exploring its role within the broader biosafety program. Participants will gain a comprehensive understanding of IBC meeting operations, including committee structure, member responsibilities, and the processes that ensure compliance and risk mitigation. Topics covered include the intersection of biosafety programs and IBC functions; roles and responsibilities of IBC members, biosafety staff, and ad-hoc consultants based on their expertise; managing nonconformity issues and implementing corrective actions; the role of pre- and post-IBC meetings in streamlining operations; utilizing the IBC meeting matrix to improve efficiency and decision-making; engaging special reviewers and external consultants when needed; structuring an IBC meeting into different sections such as recombinant DNA, infectious agents, IRE, and subcommittees; handling NIH reportable incidents and urgent post-submission requests; and understanding IBC registration forms, help documents, and compliance tools. Through case studies and discussion-based activities, attendees will leave with a clearer understanding of how to effectively contribute to and enhance IBC meetings. This course is ideal for current and prospective IBC members, biosafety professionals, and institutional stakeholders involved in biological research oversight.


What You'll Learn


- **Structure and Operations of IBC Meetings** – learn how Institutional Biosafety Committee (IBC) meetings are structured, including the roles of members, biosafety staff, and consultants
- **Compliance, Risk Mitigation, and Decision-Making Tools** – how to ensure regulatory compliance, manage nonconformities, and implement corrective actions.
- **Effective Participation and Collaboration** – learn how to collaborate with internal and external stakeholders, including special reviewers and consultants, to enhance biosafety oversight


Objectives:


- Identify the key functions of an IBC, the intersection with the biosafety program, and the roles and responsibilities of committee members, biosafety staff, and ad-hoc consultants based on their expertise
- Utilize pre- and post-IBC meetings, and implement tools like the IBC matrix, special reviewers, and subcommittees to streamline processes
- Summarize handling nonconformities and NIH reportable incidents, urgent requests, ad hoc meetings, and the use of registration forms and compliance documents to support institutional biosafety oversight


 **Suggested Background:** None

 **Who Should Attend:** All Safety Professionals, New Biosafety Professionals, Laboratory Workers

 **Course Logistics:** Course is one 4-hour session. Attendees will need to log on 15 minutes prior to the start time. There will be a 15-minute break during the course. To receive credit and a certificate, attendees must attend the session and complete or access all course modules. The course materials are for **registered participants only**.

 **Course Fees:** ***ABSA Member: \$300 Non-member: \$390**
* To receive the ABSA member rate, participants must be current ABSA members during the training year. Fees include course handouts, access to the ABSA International training site, and 4 hours of expert-led interactive instruction.

 **Credits:** This course has been approved for **0.5 CM points** toward RBP/CBSP recertification. *ABSA International is approved as a provider of continuing education programs in clinical laboratory sciences by the ASCLS P.A.C.E.® Program. This course is approved for **3.5 P.A.C.E.® contact hours**. Course access links are unique and for individual use only. **Sharing is prohibited**. Duplicate logins or unregistered attendees will be removed from the webinar without a refund.

 **Questions:** Contact: Kari DeServi, MEd, Director of Education, ABSA Office, 866.425.1385 (toll free)
Email: education@absa.org

Registration Form

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*Name (First, Middle Initial, Last): _____

*Organization: _____

*Address: _____

*City, State: Country: Zip/Postal Code: _____

*Telephone: _____

*E-mail: _____

(Please provide your preferred email address, which you frequently access)

***Required information**

Payment:

_____ ABSA Members \$300.00 USD

_____ Nonmembers \$390.00 USD

To receive the ABSA member rate, participants must be current ABSA members during the training year.

_____ Visa _____ MasterCard _____ American Express

Card Number: _____

Expiration Date: _____ CVV: _____

Name on card: _____

To receive the ABSA member rate, participants must be current ABSA members during the training year. Confirmed, paid participants will receive course details a few days prior. Substitutions allowed with notice by 9/10/2025. Cancellations incur a 15% fee. Between 9/10/2025 and 9/17/2025, 50% refunds apply. No refunds after 9/17/2025.

Each participant will receive a unique, non-transferable link to access the course. These links are intended for individual use only. If multiple entries under the same name appear on the Zoom attendee list, or if unregistered names are detected, all such entries will be removed without refund. Sharing or unauthorized use of webinar links is strictly prohibited.

Register by phone:

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or On-line:

<http://www.absa.org/>