Date: Thursday, January 14, 2021  
Time: 11am ET/10am CT/9am MT/8am PT

**In Attendance**  
Dori Steinberg, PhD (Chair)  
Ellen Beckjord, PhD (Co-Chair)  
L. Alison Phillips, PhD (Past Chair)  
Monica Baskin, PhD (President)  

**Staff**  
Lindsay Bullock (Executive Director)  
Angela Burant (Meetings Manager)  
Rachel Mizar (Senior Meetings Manager)

1. **Minutes Approval December 10**  
Dr. Steinberg moved to approve the minutes. Dr. Phillips second the minutes. Minutes were approved.

2. **Welcome Session & Closing Session Discussion**  
The welcome session will start with Dr. Steinberg and Dr. Baskin giving a roadmap of the sessions going on for the week and they will talk about how to use the platform. After they speak, the welcome session will break out into 8 social tables. The program committee will host a virtual campaign to ask for suggestions for the 8 social tables on Monday and the 6 other social table sessions throughout the SBM week.

   The closing session will have three key components. First there will be a highlight video featuring snippets from each keynote as well as tweets (including some with pictures) pulled from Twitter using the meeting hashtag #SBM2021. We can also use the highlight video to recruit people to register and view content after the meeting. Secondly, the closing will feature the awards ceremony that typically accompanies the Presidential Keynote. Award winners from 2021 and 2020 will be recognized. Lastly, we will ask for some big names in the field to share their highlights and takeaways from the week live during the closing session.

3. **Grand Round Webinars Discussion**  
Presentation Tips and Tricks for the 2021 Virtual Annual will be on Thursday, February 11, 2021. Dr. Steinberg will lead the webinar. SBM staff will share the tips and tricks they've saved from other meetings and industry newsletters, etc. The recording of the webinar could be used outside of the SBM meeting.

   During the Large Program Committee call next week, we can let them know the closing session plan and discuss names that would be good to see at the closing session.

**Next Program Committee Conference Call**  
January 21, 2 pm CT  
Large Committee Call