42nd Annual Meeting & Scientific Sessions
2021 Program Committee Conference Call

Date: Thursday, January 28, 2021
Time: 11am ET/10am CT/9am MT/8am PT

In Attendance
Dori Steinberg, PhD (Chair)
Ellen Beckjord, PhD (Co-Chair)

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

1. **Minutes Approval January 14 and 21**
   Dr. Steinberg moved to approve the minutes. Dr. Beckjord second the minutes. Minutes were approved.

2. **Registration and Social Tables Update**
   Ms. Burant gave an update on how many people were registered at 11 weeks out from the meeting. At 11 weeks out from the meeting, we have 226 people registered. 2020 at 11 weeks out we had 423 people registered. 2019 at 11 weeks out we had 255 people registered. Ms. Burant also let the committee know that at the time of the meeting there were 13 responses to the social tables survey.

3. **Welcome Session and Closing Session Wrap Up**
   Dr. Baskin and Dr. Steinberg will give a road map for the week and then the welcome session will break out into the social tables.

   Closing session will have highlight video, awards, and a panel of attendees who will share their key takeaways from the meeting week (including audience engagement).

   Welcome session breakdown: welcome (5 minutes), awards (20 minutes), video from the week (2-3 minutes), takeaways panel (20 minutes).

   It was suggested to ask the following people to participate on the panel:
   - Incoming President, David Conroy
   - President-elect, TBD
   - Student SIG chair- Terrance Pence
   - Mid-Career, TBD
   - Post-Doc, Michele Patel
   - Industry, Gina Merchant
   - Jim Sallis

4. **Tips and Tricks Webinar Discussion**
   Presentation Tips and Tricks for the 2021 Virtual Annual will be on Thursday, February 11, 2021. Dr. Steinberg and Dr. Beckjord will co-host the webinar. Dr. Steinberg discussed her outline for the webinar.

Next Program Committee Conference Call
February 11, 10 am CT
Small Committee Call