

Society of Behavioral Medicine
40th Annual Meeting & Scientific Sessions
Washington, D.C. – March 6-9, 2019
Program Committee Conference Call

DATE Tuesday, December 4, 2018
TIME 3pm ET/2pm CT/3pm MT/12pm PT
CALL <https://bluejeans.com/655597263>
Phone Dial-in
+1.888.240.2560

In Attendance

Eric B. Hekler, PhD (Chair)
L. Alison Phillips, PhD (Co-Chair)
Sherry L. Pagoto, PhD (President)

Staff

Lindsay Bullock
Rachel Mizar
Rob Carroll
Lauren Seward

Unable to Attend

Rachel Shelton, ScD, MPH (Past Chair)

1. Full Committee Meeting Discussion

Ms. Mizar will be sending forth spreadsheets to the full committee prior to the meeting on Tuesday with instructions to think about suggesting moderators and paper session chairs to promote efficiently during the meeting.

2. Speaker Connection Form Discussion

Dr. Hekler shared the Google Form created for speaker connections. He highlighted that at this point, anyone with the link can edit the form as needed. There is a sharing link for when the form is complete, or the form can be embedded into an email. Ms. Bullock noted that it would be important that due to staff time, those completing the form will need to be able to match with other speakers on their own. Dr. Hekler will work with Ms. Mizar to edit and move forward with the form.

3. Breakfast Roundtables

After last week's discussion, the committee decided to designate one Breakfast Roundtable each to:

- 1) The NIH/Bill Elwood session that was submitted in the Rapids round; and
- 2) The ETCDC SIG, who noted a change in the number of accepted submissions this year.

The committee agreed to stress this is a one-time situation. Groups should not submit this type of session as breakfast roundtables, nor as a rapids submission, as they each have specific purposes of their own (meetings and posters).

4. 40th Anniversary

A. Poster/post-it activity

Ms. Bullock suggested that the in the common area during the 40th Anniversary event and meeting be simplified to "**What does SBM mean to you?**" for the following reasons:

- To encourage new members and attendees to participate;
- To inform attendees who are not especially familiar with SBM;
- To encourage one-word answers (for readability and later use in a word cloud for SBM promotion).

4. Saturday

A few to-dos for Saturday events were noted by Dr. Hekler in the following order:

- 1) Check in with planners on their status
- 2) Email to members to be sure to note their interest in participating in Saturday activities on their registration form
- 3) Email(s) asking members to invite community leaders to attend Saturday

Next Program Committee Conference Call

Date: Tuesday, December 11, 2018
Large Committee Call