

**Society of Behavioral Medicine**  
**39<sup>th</sup> Annual Meeting & Scientific Sessions**  
New Orleans – April 11 -April 14, 2018  
Program Committee Conference Call

DATE Tuesday, February 20, 2018  
TIME 3 p.m. ET/2 p.m. CT/1 p.m. MT/12 p.m. PT  
TO JOIN VIA PHONE: 1) +1.800.377.8846 (United States)  
2) Enter Meeting ID: 37484465#

**In Attendance**

Rachel Shelton, ScD, MPH Chair  
Eric Hekler, PhD, Co-Chair  
David X. Marquez, PhD, Past Chair

**Staff**

Erin Trimmer  
Mary Dean, JD, CAE  
Lindsay Bullock  
Lauren Seward

**1. Approve Minutes from 2.6.18**

Dr. Shelton motioned to approve the minutes from the calls. Dr. Hekler seconded the motion; minutes were approved.

**2. Registration Update**

Dr. Shelton informed the committee that as of eight weeks prior to the 2017 meeting, there were 629 registrations. At the same checkpoint in 2018, there are over 808 registrations, showing a significant increase this year.

**3. Speed Networking Session**

Dr. Shelton provided a list of volunteers to act as mentors including Elva Arredondo, Sherry Pagoto, Ed Fisher, Bill Sieber, and Amy Janke. The committee hopes for approximately ten board volunteers and ten SIG leaders. Once the mentor list is more set, an initial announcement can be sent out to students and a page can be created on the website. The committee is still set to provide lunch to attendees of the session with the money provided from the board, originally to be used for a band.

Ms. Trimmer will check with the hotel contact regarding an expected time to get to the airport during the French Quarter Festival, specifically for those who have a flight on Saturday afternoon/evening following the networking session.

**4. Review Symposium Inquiry**

The submitter of the symposium titled “Breastfeeding Promotion: Relevancy and Suggestions for Improvement in High-Income Countries and Stigmatized Populations” has reached out to Ms. Trimmer to inform her that two presenters can no longer attend the presentation. The submitter has requested that the committee reconsider another symposium that was declined for presentation, to be presented in place of the breastfeeding symposium.

The committee unanimously decided not to accept the proposal.

**5. Saturday Survey**

The program committee had previously spoken about having attendees take a brief survey either before or after Dr. Bennett’s Presidential Keynote. Dr. Shelton spoke with Dr. Bennett who decided it would be best not to have attendees take the survey at that time so attention wouldn’t be drawn from the keynote, and instead suggested to do the survey following the awards ceremony. The committee doesn’t think anyone would be moved to take the survey right at the end of the ceremony, and that they’d just want to leave the room right away.

Dr. Shelton wants to know if there may be a better session to promote the survey. Ms. Helmick suggested that there is a push notification right before plenary sessions, that way nobody needs to make a verbal announcement before or during the sessions.

**6. Other Business**

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The final two items in the agenda will be moved to next week's meeting. This includes:

- a. Discuss survey to be sent out during meeting via mobile app
- b. Review post-meeting evaluation

**Next Program Committee Conference Call**

Date: Tuesday, February 27, 2018

Time: 12:00 PM PT; 1:00 PM MT; 2:00 PM CT; 3:00 PM ET