

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

Date: Tuesday, February 6, 2017
Time: 11am ET/10am CT/9am MT/8am PT
Dial in: 1-800-377-8846
Pass Code: 37484465#

In Attendance

Sherry Pagoto, PhD
Eric Hekler, PhD, Co-Chair

Staff

Mary Dean, JD, CAE
Erin Trimmer
Lauren Seward

1. Timeline

Ms. Trimmer started out the meeting by reviewing the timeline. She emphasized the date of the 2019 meeting, as it will be much earlier than 2018 which shortens deadlines all around.

The first order of business is for Dr. Hekler to select the program committee. There are some restrictions, including the need for a CHES, RN, MD, Psychologist, and the SBM SIG Chair. The 2017 committee was fairly large, while the 2018 committee was slightly smaller.

Brainstorming can begin now, and invitations may go out in March. Ms. Trimmer should be copied on any invitations for records.

In recent years, these full committee only meets monthly, allowing for a smaller committee to meet weekly. This smaller committee includes the Past-Chair, Chair, and Chair-Elect for the program committee. Once the SBM President-Elect is identified in April, they will be selecting a program co-chair for the committee.

Dr. Hekler has requested a member list to familiarize himself with SBM members, their SIG involvement, and expertise. Ms. Dean suggested that Dr. Hekler receives access to the SIG Chair website, which has the requested information in an updated format.

2. Chair Guidelines

Dr. Hekler will be familiarizing himself with the Chair guidelines.

3. Speakers

There is a set-budget for compensation to speakers invited to the SBM meeting. Ms. Trimmer provided a spreadsheet of guidelines, or suggested compensation to each speaker and panel. In 2018, the speaker budget was heightened to \$24,000 from \$15,000. Some flexibility may be possible with the approval of the Finance Committee Chair. Risk v. Reward is important to remember when considering a budget increase.

Dr. Hekler and Dr. Pagoto will likely be inviting speakers, as their names are more recognizable to those in the field. When inviting speakers, Ms. Trimmer should be copied on the emails so that SBM staff stays in the loop. Once a speaker accepts their role, Ms. Trimmer will take over the discussion to talk compensation.

4. Session Structure

Dr. Trimmer informed the group that typically Award Winner speakers for the Master Lecture are scheduled prior to other speakers, as they are being honored. The number of master lectures during the meeting may vary year-to-year; approximately three to five. Featured Symposia do not typically receive much funding once other speakers are scheduled, so they will often be in smaller rooms.

Next Conference Call

Date: TBD