DATE: Thursday, February 7, 2019  
TIME: 11am ET/10am CT/9am MT/8am PT

**In Attendance**  
Eric B. Hekler, PhD (Chair)  
L. Alison Phillips, PhD (Co-Chair)  
Rachel Shelton, ScD, MPH (Past Chair)  
Sherry L. Pagoto, PhD (President)

**Staff**  
Lindsay Bullock  
Rachel Mizar  
Lauren Seward

1. **Attendance Update**  
The total registration number following the early bird deadline was 1633; 2018 had 1623.

2. **Public Facing Health Fair**  
With only four patient advocates registered for the Saturday events, the committee decided to remove the Health Fair from the schedule. Patient advocates will still be encouraged to attend Saturday’s Master Lecture, Keynote, and Poster session. Those providing posters and materials originally scheduled to be at the Health Fair will be encouraged to bring their items to Saturday’s poster session.

Those who were planning to have info tables at the health fair will be invited to participate in either a) a roundtable discussion regarding the future of public facing events at SBM; or b) the student speed networking event as a mentor. Both of these events will take place at 1pm Saturday, which is when the health fair was originally scheduled. Additionally, the Lab Management session will take place at the same time, so attendees are still welcome to register for that event.

3. **Pre-Conference Sessions**  
A number of sessions remain at low attendance (seven under 5; four at 5 or 6), even after the early bird registration deadline. The committee decided to give one week for session chairs to gain attendance of at least eight. If this is not met, their sessions will be cancelled. Session chairs are also invited to cancel their sessions if they don’t believe they will have a productive session with low attendance.

Next Program Committee Conference Call  
Post-Meeting, TBD  
Small Committee Call