

Society of Behavioral Medicine
39th 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
Lindsay Bullock
Lauren Seward

1. Master Lecture Update

Dr. Shelton informed the committee that Master Lecture panelist Dr. Sara Bleich is no longer able to attend the SBM meeting. The panel will go on, as there are another two panelists in the session. Dr. Bleich is in communication with Drs. Binta Beard and Christina Roberto to share what she was planning to speak about to eliminate any potential lack of content. While Dr. Bleich will still be listed in our printed items, her name will be removed from the mobile app and online planner.

2. Registration Update

Dr. Shelton informed the committee that as of three weeks prior to the 2017 meeting, there were 1652 registrations. At the same checkpoint in 2018, there are 1857 registrations, showing a significant increase this year.

3. Speed Networking

Mentee information was due on Monday, March 19th. They sent bios, CVs, and a list of the mentors they were interested in meeting with. This week the schedule will be created to plan who will be meeting. Mentee schedules will be sent prior to the meeting. Mentors will also be sent reminder emails and any additional information needed prior to the meeting.

4. Master Lecture and Keynote Setting

Dr. Shelton inquired what the typical setup is for Master Lecture and Keynote staging. Ms. Trimmer informed the group that there will be seating for all panelists, a podium and microphones. Smaller rooms are not especially flexible as there are sessions taking place in those rooms all day, but the larger rooms are flexible and allow for changes. Dr. Shelton will reach out to keynote speakers asking of any specific requests for staging. Dr. Trimmer also noted that all speakers are welcome to schedule time to rehearse and get comfortable with the room set.

5. Tennis and Basketball

Ms. Seward will be reaching out to those who have indicated interest in pickup tennis or basketball games to collect final numbers.

6. Beads

Approximately 5 to 10 volunteers from the Program Committee and SIGs will be recruited to hand out beads in the poster hall following the Mayor-Elect's meeting kickoff. The volunteers will be needed approximately from 6:20 to 6:40 p.m. on Wednesday evening.

7. Survey Questions

The survey questions will be distributed via push notifications through the app prior to plenary sessions at the meeting via a link to Survey Monkey. Items to add included informing the survey takers of items that may reduce cost or venue selections. Dr. Hekler suggested that the questions are presented in a grid to more easily navigate the survey.

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8. Exhibit/Sponsorship

Ms. Bullock informed the group that there was an increase in all areas of sponsorship compared to 2017. There are 12 exhibitors compared to 11, program advertisers increased from 4 to 7, three sponsors were added, and total sponsor dollars increased significantly from \$20,700 to \$46,500. This information will be added to the program committee's board report to share with the SBM Board at the Annual Meeting.

Next Program Committee Conference Call

Date: Tuesday, March 27, 2018

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