

**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, March 27, 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  
Alison Phillips Sheesley, PhD, 2018 Co-Chair

**Staff**

Erin Trimmer  
Lindsay Bullock  
Lauren Seward

**Unable to Attend**

David X. Marquez, PhD, Past Chair

**1. Approve minutes from 2.13, 2.20, 2.27, 3.13 and 3.20**

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 two weeks prior to the 2017 meeting, there were 1741 registrations. At the same checkpoint in 2018, there are 1919 registrations, showing a significant increase this year.

**3. Basketball/Tennis Update**

Ms. Seward informed the group that there will be push notifications going out via the mobile app prior to Thursday's basketball game and Friday's tennis games. It was suggested to have a sign with information about the games at the registration desk. Information will also be included in an email going out this week, and also in a welcome letter distributed to all registrants onsite.

Currently there are 11 RSVPs for basketball and 11 RSVPs for tennis.

**4. Beads Update**

Beads will be delivered to the staff office onsite Monday. Volunteers will be ready to hand out the beads after the Mayor intro as attendees move into the poster hall Wednesday evening.

**5. Review Courses/Seminars for Attendance**

After discussion, the committee has decided to allow the individual organizers of each workshop to make the decision on whether they would like to keep or cancel their courses due to low attendance. Ms. Trimmer has reached out to them with attendance numbers and asked for their decisions.

**6. Review Annual Meeting Schedules**

Ms. Trimmer will send out a doodle poll to the small committee and three presidents to determine when the 2019 program committee meeting will take place at the meeting. Once decided, the large committee for 2019 will be invited to join if they are able to.