Date: Thursday, March 31, 2016
Time: 8:00 AM PT; 9:00AM MT; 10:00 AM CT; 11:00 PM ET
Location: Washington Hilton, Embassy Conference Room, Terrace Level

In Attendance
David X. Marquez, PhD, Chair
Kathleen Wolin, ScD, Past Chair
James F. Sallis, PhD, President
Ana Abrantes, PhD
Susan Aguinaga, MS
Genevieve Dunton, PhD, MPH
Noel Brewer, PhD
Kathy Goggin, PhD

Staff
Erin Trimmer
Johanna Moss

Unable to attend
Amy Stone
Marian L. Fitzgibbon, PhD, President
Rachel Shelton, Co-Chair
Kristi D. Graves, PhD
Matthew Buman, PhD
Andrea Cherrington, MD, MPH
Angela Odoms-Young, PhD
Jing Wang, PhD
Renee Umstattd Meyer, PhD, MCHES

1. Introductions
Committee members and staff briefly introduced themselves.

2. Discussion of committee call structure/role of committee
Dr. Marquez explained that the full program committee will hold monthly calls while the small committee (chair, co-chair and past chair) will have weekly calls. Call dates/times will be determined in the weeks following the 2016 annual meeting.

3. Overview of changes to abstract submission process
Dr. Wolin briefly described the changes to the abstract submission process. Tracks and content areas will be combined into a single pool based on areas that generally reflect how the content is organized at the meeting. This will result in a realigning of track chairs and reviewers to fit the newly created interest areas. Abstract submitters will select a primary and secondary area during submission. The primary area will be used in the final program, poster location/numbering and for review, and the secondary area will further assist the interest area chair in assigning abstracts for review.

3. Ideas for 2017 annual meeting
Committee members brainstormed new ideas for 2017 as well as offered feedback on the 2016 meeting.
   1. Include additional debates and discussions. Build more time into existing sessions for discussions at the end (i.e. less presentation time, more discussion and interaction).
   2. Incorporate speed science sessions similar to the structure of the Tech SIGs Tech Madness breakfast roundtable.
   3. Look into possibility of additional physical activity opportunities throughout meeting and within sessions.
   4. Increase abstract character limit to allow for better explanation and stronger abstract submissions.
   5. Encourage submitters to focus on methods and results during abstract submission.
   6. Additional networking opportunities for new members.
Next Conference Call
Date: Tuesday, May 10, 2016
Time: 12:00 PM PT; 1:00PM MT; 2:00 PM CT; 3:00 PM ET

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