

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

Date: Tuesday, April 11, 2017
Time: 12:00 PM PT; 1:00PM MT; 2:00 PM CT; 3:00 PM ET
Dial in: 1.800.377.8846
Pass Code: 37484465#

In Attendance

Rachel Shelton, ScD, MPH Chair
Eric Hekler, PhD, Co-Chair
David X. Marquez, PhD, Past Chair
Kristi Graves, PhD, SIG Chair
Jennifer Huberty, PhD
Elena Salmoirago-Blotcher, MD, PhD
Ryan Shaw
Charles Jonassaint, PhD
Andrea Cherrington, MD, MPH

Staff

Mary Dean, JD, CAE
Erin Trimmer

Unable to attend

Gary G. Bennett, PhD, President
Deborah Bowen, PhD

1. Dr. Shelton motioned to approve the minutes from the in-person meeting on Thursday, March 30, Dr. Marquez seconded. Minutes were approved.

2. Committee to complete and return financial disclosure and biographical data forms

Dr. Shelton requested that the committee complete and return the attached financial disclosure and biographical data at their earliest convenience to comply with continuing education standards.

3. Introductions

The committee and staff each took a moment to introduce themselves to the rest of the committee.

4. Overview of call structure

Dr. Shelton informed the committee that the large committee call will be scheduled for the second Tuesday of each month at 12:00 PM PT; 1:00PM MT; 2:00 PM CT; 3:00 PM ET beginning with Tuesday, April 11. The small committee (Chair, Co-Chair, Past Chair) call will be scheduled weekly on Tuesdays during the same timeslot.

5. Review of program committee timeline

Dr. Shelton reviewed the 2018 program committee timeline to familiarize the committee with the various tasks/responsibilities throughout the planning year. Noting that committee project assignments would be discussed on the May call. These tasks will include defining the overall Annual Meeting practice gaps and learning objectives, reviewing the exhibitor prospectus and assisting with mobile app testing.

6. Discussion of what worked/what didn't at the 2017 Annual Meeting from committee perspective

Dr. Shelton requested the committee offer any feedback they may have directly following the 2017 Annual Meeting as to what worked well and areas of improvement. The main takeaways from the committee (prior to reviewing the post-meeting evaluation results) are:

- More structure to the meet and greet
- Keynotes and active conference went well
- Mobile app not great
- Food options limited
- Session offerings overwhelming

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

Dr. Shelton reminded the committee that they would be reviewing the post-meeting evaluation results on the May call with each committee member receiving 1-2 evaluation questions to summarize and present to the rest of the committee.

Dr. Shelton also noted that she would be sending out a google doc for the committee to use for feedback and ideas in between calls throughout the year.

7. Review of in-person meeting in San Diego

Dr. Shelton gave an overview of the discussion from the in-person meeting on Thursday, March 30 in San Diego. She invited the committee to make suggestions for potential plenary speakers and noted that an invitation will go out to the SIGs for suggestions once the existing plenary needs are determined and finalized.

The committee offered speaker suggestions including industry partners, journalists, practitioner's authors, science writers and local innovators.

Dr. Shelton asked the committee to begin thinking about which organizations it will be mutually beneficial to develop relationships with and to consider what benefits SBM offers to potential sponsors. SBM President Gary Bennett had recommended that the committee set a sponsorship goal.

8. March for Science reminder

Dr. Shelton reminded the committee that the March for Science is on April 22 and encouraged the committee to participate. Mary Dean informed the committee that SBM President Gary Bennett would be sending out a call to action to the organization including ways to reach out to members of congress.

Next Conference Call

Date: Tuesday, May 9, 2017

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

Dial in: 1.800.377.8846

Pass Code: 37484465#