

Society of Behavioral Medicine
40th Annual Meeting & Scientific Sessions
Washington, D.C. – March 6-9, 2019
Program Committee Conference Call

DATE Tuesday, June 19, 2018
TIME 3pm ET/2pm CT/3pm MT/12pm PT
CALL <https://bluejeans.com/398428355?src=calendarLink>
Phone Dial-in
+1.408.740.7256 (United States)
Meeting ID: 216 189 559

In Attendance

Eric Hekler, PhD, Chair
L. Alison Phillips, PhD, Co-Chair
Rachel Shelton, ScD, MPH Past Chair

Staff

Lauren Seward
Rachel Mizar

Unable to Attend

Sherry Pagoto, PhD, SBM President
Lindsay Bullock (Staff)

1. Minutes from 6/5/18, 6/12/18

Dr. Hekler moved to approve the minutes from June 5 and June 12, 2018. Dr. Phillips seconded the movement. Minutes were approved.

2. Large Committee Recap

Dr. Hekler has received much of the feedback from the large committee regarding the post-meeting survey via email that time restricted the full committee from touching on during the meeting last week. After reviewing the feedback, Dr. Hekler has decided to focus on a few key targets to find solutions for the 2019 meeting. The committee has agreed to concentrate on the following four items:

- Minimize competing sessions
- Come up with better titles for paper sessions
- Offer more effective break times
 - The lunch hour break added in 2018 was highly praised
- Better the poster session experience
 - 2018 space was dark and crowded; improve spacing between posters
 - Make posters and topic areas more findable
 - Provide poster maps (via program or app, or a large print posted in the hall) noting topic areas/poster numbers

3. Speaker Updates

Tim Caulfield has been the first speaker to accept his invitation. Mr. Caulfield will do a keynote presentation on legal, policy and ethical issues in medical research. Dr. Pagoto is hoping to do a twitter chat with Mr. Caulfield as the meeting approaches to gain interest.

Pending keynote invitations include patient/caregiver panelists and Susannah Fox. Senator Dick Durbin has not yet been invited, but will be invited as a keynote presenter.

4. Program Committee Invites

Dr. Hekler brought up program committee requirements, as we have not yet recruited an RN or CHES. These two members are required to be on the committee for continuing education purposes. The committee has been provided with lists of SBM members who have disclosed their degree.

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A few RN members have declined to join the committee or have been on the committee in the past, therefore Dr. Hekler would not want to reach out again. These members include Renee Umstadd Meyer, Ryan Shaw, Jodi Holtrop. Ms. Mizar will be following up with a full list of former RN Program Committee members. The committee will be tracking these members in the future.

Dr. Hekler asked if there are restrictions, for example, if the committee recruited someone with a necessary degree to be join the committee who is not an SBM member, and SBM would pay for their membership. Ms. Mizar will reach out to Amedco and speak with Ms. Bullock to find the answer to this question.

The program committee will reach out to RN and CHES degree-holders who do not want to be on the committee to see if they have suggestions of degree-holders who may have the time to help.

4. Program Committee Invites

The committee has decided to keep all 31 topic areas for 2019, as all topics are relevant and applied during the abstract submission process, whether as a primary or a secondary topic.

The next order of business is to ensure that these abstracts are reviewed by reviewers with proficiency in the areas of study. As submitters select their primary and secondary topic areas when submitting, it should be fairly certain that they are aware of what the most relevant topic area is.

The committee suggested that each paper be reviewed by two reviewers in the primary selected topic area and one from the secondary topic area; however, this would require an incredible amount of coordination for Topic Chairs and the abstract submission site and may not be possible.

The committee then suggested that backup reviewers be set in place after general reviews but prior to the in-person program committee meeting, whether they be Topic Chairs or program committee members. This would allow about a day for all backup reviewers to wrap up and provide last-minute comprehensive reviews for those papers that weren't thoroughly reviewed by three reviewers before the committee meets, so that the committee doesn't have to spend too much of their meeting time reading abstracts. SBM staff will take a look at the abstract submission and review timeline to see if there is time for this step in the review process.

Next Program Committee Conference Call

Date: Tuesday, June 26, 2018

Small Committee Call