

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

DATE Tuesday, June 26, 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  
Lindsay Bullock

**Guests**

Sandra J. Winter, PhD, SBM Secretary/Treasurer

**1. Minutes from 6/19/18**

Dr. Hekler moved to approve the minutes from June 19, 2018. Dr. Shelton seconded the movement. Minutes were approved.

**2. Annual Meeting Budget Review**

Ms. Bullock introduced the staff-proposed Annual Meeting budget for 2019 to the committee and SBM Secretary/Treasurer Dr. Winter.

- **Rationale:** It was noted that the second tab of the spreadsheet included the rationale for each of the items listed as to how the numbers were put together.
- **Speaker Budget:** Thanks to an approved registration increase of \$10 each, the invited speaker budget was able to be almost doubled to \$40,000 as compared to 2018's much smaller amount. In the past, program committees have had difficulty finding speakers within budget, so the increase is important in order to find relevant and popular speakers, as the keynotes are often selling points for attendees.
- **Additional Income:** Grants, student volunteer contributions, and general contributions are far more conservative as compared to 2018's actual budget, which will cover for any drops in that additional income.

Dr. Hekler presented the idea of offering coffee breaks on the Thursday and Friday of the meeting. Ms. Mizar explained that the pricing, tax, and service fees would bring a coffee-only break, one cup for 2,000 people, to \$15,000. The committee and Dr. Winter agreed to propose adding one coffee break to the budget.

The committee suggested to raise exhibitor fees in order to cover the charge of a coffee break, but that would mean their fees would increase significantly. The committee hopes to add the option of sponsoring the coffee break into the exhibitor/sponsor prospectus with hopes that the cost of coffee will be slightly subsidized by a sponsor.

Dr. Winter will present the program budget at the July Board Call.

**3. Program Committee Update: CHES/Nursing**

Dr. Hekler will again be reaching out to members with CHES and Nursing degrees to join the program committee to fulfill CME requirements. The committee reviewed the list of members to highlight members who have previously served on the committee or turned down an invitation for Dr. Hekler to make a better decision on invitations. These notes will be saved for reference when committees are created in the future.

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**CHES member notes:** Meghan Helmick, served in 2018; Renee Meyer, served in 2017, turned down in 2018; Jodi Summers Holtrop, turned down; Natasha, turned down.

**Nursing member notes:** Usha Menon, no response; Elizabeth Cohn, inactive; Ryan Shaw, served in 2018.

**4. Speaker Updates**

Keynotes

Tim Caulfield accepted.

Susannah Fox's invitation is pending.

Khali Sweeney and Mindi Kneibel have both accepted for a heroes tackling social determinants of health panel.

Corey Booker is to be invited.

Master Lectures

Dana Lewis has accepted one of the patient panelist spots.

Warren Bickel has accepted a spot for the behavioral economics panel.

Open Science panelists and Science Communication panelists are to be invited.

**5. Incoming Presidential Address**

Dr. Hekler proposed to create space for an additional keynote so that the incoming president may address attendees. This would allow for continuity, and the members to better know their current president following the meeting. Also, the incoming president could take the lesser-attended Saturday keynote slot. The committee agreed that it would be great to add in an incoming president's address, but maybe Saturday wouldn't be ideal, as attendance is already lower.

It was also suggested that the Presidential Keynote and Awards Ceremony take place during the opening keynote slot. Another option was to add in time during the Presidential Keynote for the incoming president to say a few words, but that would cut down on Awards Ceremony time as well.

After discussion, Dr. Hekler said that he will take feedback and further discuss with Dr. Pagoto.

**Next Program Committee Conference Call**

Date: Tuesday, July 3, 2018

*Small Committee Call*