



## 41<sup>st</sup> Annual Meeting & Scientific Sessions 2020 Program Committee Conference Call

Date: Wednesday, June 5, 2019  
Time: 11am ET/10am CT/9am MT/8am PT

### **In Attendance**

L. Alison Phillips, PhD (Chair)  
Michael A. Diefenbach, PhD (SBM President)

### **Staff**

Rachel Mizar (Meetings Manager)  
Lauren Seward (Meetings Coordinator)

### **Unable to Attend**

Dori Steinberg, PhD (Co-Chair)  
Eric B. Hekler, PhD (Past Chair)  
Lindsay Bullock (Executive Director)

#### 1. **Approve 5/29/2019 Minutes**

Dr. Phillips moved to approve minutes. Dr. Diefenbach seconded; minutes were approved.

#### 2. **Session Structure**

Ms. Mizar introduced the decisions required in order to move forward with the abstract site. This included confirming times for the Breakfast Roundtables, Midday Meetings, and Pre-Conference Courses.

The Committee decided on very similar times compared to previous years:

- **Breakfast Roundtables** will be held on Thursday and Friday at 7am. It was discussed that these may be moved back, but since the meeting is on the West coast the committee decided to keep the time.
- **Pre-Conference Courses** will again be held on Wednesday during the following 2.5 hour slots:
  - 8:30 – 11 a.m.
  - 11:30 a.m. – 2 p.m.
  - 2:15 – 4:45 p.m.
- **Midday Meetings** will be held from 10:45 – 11:45 a.m. on Thursday and Friday. This is earlier than the 2019 meeting, as the mid-morning 30 minute break will be reduced by 15 minutes. Because this time is earlier, it was suggested to change the “Midday” name which suggests noon, but it was decided that changing the name would be confusing.

The committee also decided to keep Speed Networking and Mid-Career Lab Management on the schedule.

### **Next Program Committee Conference Call**

June 17, 2pm CT  
*Large Committee Call*