



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

Date: Wednesday, July 24, 2019  
Time: 11am ET/10am CT/9am MT/8am PT

### **In Attendance**

L. Alison Phillips, PhD (Chair)  
Dori Steinberg, PhD (Co-Chair)  
Eric B. Hekler, PhD (Past Chair)

### **Staff**

Lindsay Bullock (Executive Director)  
Rachel Mizar (Meetings Manager)

### 1. **Approve 7/3/2019 Minutes**

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

### 2. **Site Visit**

Dr. Phillips informed the committee that the Local Arrangements Committee (LAC) agreed to work with the Student SIG to create the social media scavenger hunt for the meeting.

Additionally, Dr. Phillips noted that the meeting space at the Hilton in San Francisco is small. The LAC will focus on promoting the benefits of being in San Francisco

### 3. **Abstract Update**

Mrs. Mizar reminded the committee that abstract opened on Monday afternoon. Moving forward, she will provide abstract draft and submission numbers on weekly program committee calls.

### 4. **Meeting Enhancements**

Ms. Mizar presented follow up information on the meeting enhancement ideas presented at the last program committee meeting:

- Networking space: there are two dedicated networking spaces at the Hilton. One is outside of the poster hall and the other is near the general session room. Additionally, there is a large foyer space outside of the general session that people may informally use for networking.
- Social media scavenger hunt: the LAC will work with the Student SIG to create the scavenger hunt. Dr. Phillips will brainstorm the idea of it being a team activity.
- Pass the ribbon activity: the ribbons will say "CONNECTION MADE". Mrs. Mizar will check what images we are able to add to the ribbon (chain link). We will also provide an instruction sheet to senior members who are receiving the ribbons explaining the activity.
- Other CVB items: the Orlando CVB can only provide visitor guides. The committee decided to drop this idea.
- Wish you were here postcards: CVB cannot provide postcards. As an alternative, the committee made the decision to provide generic SBM business cards in the networking spaces for attendees to use to connect with one another.
- Cable car projection: Mrs. Mizar provided a link to a YouTube video (<https://www.youtube.com/watch?v=rX7NIFqLwso>). The committee will watch the video before the next meeting and provide feedback at that time.
- Wellness room: there is no space for a wellness room. This idea has been dropped.

### 5. **CIM Midday Meetings**

The Complimentary and Integrative Health SIG has requested two midday meeting timeslots; one for their research meeting, and one for the Mindful Meditation session. Mrs. Mizar will advise them to submit both as midday meetings, but let them know that we cannot guarantee they will receive two midday meeting timeslots. Alternative timeslots may be a breakfast roundtable or lunch hour time.

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

July 31, 10am CT  
*Small Committee Call*