1. Disclosure Forms and Biographical Data Forms
A number of committee members have yet to complete their disclosure forms and biographical data forms, which are required in order to participate on the committee. Dr. Hekler put out a reminder for those to do so as soon as possible.

2. Abstract Submission Update
Ms. Mizar informed the committee that currently there are 43 drafts and 9 complete abstract submissions in the system. While this is down slightly from last year, the site opened one month late so there is no cause for concern, and SBM staff suspects that the numbers will pick up shortly.

3. Topic Area Description Update
Dr. Hekler requested committee members to rewrite topic area descriptions in areas with a lack of, or outdated descriptions. Dr. Valle volunteered for Diet and Nutrition, Dr. Greaney will take on Child and Family Health, Dr. Newton suggested Valerie Myers for Education, Training, and Career Development, Dr. McAndrew will rewrite the Occupational Health description, and Dr. Hekler will reach out to the SIG or Jenny Reese to complete the Sexual Behaviors description.

Dr. Hekler will also send volunteers an example of another topic area description from which to start from.
4. Practice Gaps and Learning Objectives
These items are due for completion by September 1.

5. 40th Anniversary Discussion
Dr. Hekler introduced the celebration ideas which include:
   1) An introduction of the session and congratulatory messages, potentially from past presidents.
      a. Dr. Pagoto offered that Dr. Mark Gellman, SBM’s first president, may have possession of an SBM “family tree” which outlines mentors over the decades.
   2) The second portion of the session will include four breakout sessions highlighting different areas of SBM, such as Industry, New Members, and Policy/Science Communication.
   3) The breakout sections will reconvene and celebrate with cake before moving into the poster session of the evening.
Dr. Pagoto is in favor and suggested that the program committee utilize the Wisdom Council, which consists of all past SBM presidents, for suggestions.

Dr. Phillips brought up that this session has potential to continue as a traditional welcome session in future years – not only as an anniversary celebration. If this is something the committee would like to do, they frame the session differently.

6. Saturday Update
Dr. Hekler introduced the idea that Saturday be especially patient-focused this year, and open to the public. In addition to the mentorship speed networking, there may be a patient-researcher speed networking session. ASCO and other meetings have done something similar with patient engagement in the past.

Something the committee brought up would be the difficulty that Behavioral Medicine Specialists may have in recruiting patients that are relevant to our researchers.

Next Program Committee Conference Call
Date: Tuesday, August 21, 2018
Small Committee Call