

**Society of Behavioral Medicine**  
**38<sup>th</sup> Annual Meeting & Scientific Sessions**  
**San Diego– March 29-April 1, 2017**  
**Program Committee Conference Call**

Date: Tuesday, September 13, 2016  
Time: 12:00 PM PT; 1:00PM MT; 2:00 PM CT; 3:00 PM ET  
Dial in: 1.800.377.8846  
Pass Code: 37484465#

**In Attendance**

David X. Marquez, PhD, Chair  
Kate Wolin, ScD, Past Chair  
Ana Abrantes, PhD  
Genevieve Dunton, PhD, MPH  
Kathy Goggin, PhD  
Matthew Buman, PhD  
Susan Aguinaga, MS  
Clement Gwede, PhD, MPH, RN, FAAN  
Kristi D. Graves, PhD

**Staff**

Erin Trimmer  
Mary Dean

**Unable to attend**

James F. Sallis, PhD, President  
Rachel Shelton, Co-Chair  
Renee Umstattd Meyer, PhD, MCHES  
Angela Odoms-Young, PhD  
Andrea Cherrington, MD, MPH  
Jing Wang, PhD  
Noel Brewer, PhD

**1. Update on abstract submission**

There are currently 186 abstract submitted with 361 in draft as compared to 2016 at this time in which there were 203 submitted with 403 in draft.

The committee discussed the submission process requirements and the reasoning behind requiring co-authors to complete the biographical data questions and financial disclosures in order to comply with continuing education requirements and work with the abstract submission timeline to allow the program chair to review any potential conflicts prior to the acceptance and scheduling of abstracts during the program planning meeting.

**2. Update on abstract review process timeline**

Dr. Marquez ran through the upcoming steps in the abstract submission/review process timeline noting the abstract submission deadline has been extended from Thursday, September 15 to Tuesday, September 20 – this extension applies to SIG/Council/Committee submissions (breakfast roundtables, midday meetings and pre-conference courses)

**Abstract Assignments - Wednesday, September 21-Tuesday, September 27**  
Topic area chairs will receive the list of abstracts that indicated their topic area and will assign three reviewers to each abstract.

**Abstract Reviews – Wednesday, September 28-Wednesday, October 12**  
Reviewers review the abstracts assigned to them. Staff will send out reviewer instructions and login information.

**Topic Co-Chair Recommendations – Thursday, October 13-Wednesday, October 19**  
Topic Co-Chairs will make accept/reject recommendations based on the reviewer scores.

**Program Planning Meeting – Monday, October 24-Tuesday, October 25**  
Small program committee will meet in Chicago to review the topic area chair recommendations and reviews to make the final accept/reject determination on all abstracts. The committee will also schedule all sessions (panel

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discussions, symposia, paper sessions) and Program Chair will review any continuing education potential conflicts to determine next steps for resolution (which may include: not offering continuing education credit for a session, limiting speakers to the data and results of their research, determining that the conflict does not actually exist.

The small committee will begin reviewing the breakfast roundtable, midday meeting and pre-conference course proposals beginning with the call on September 27.

### **3. “Active Conference” discussion**

Dr. Marquez introduced the committee to the idea of an “Active Conference” an initiative proposed by Dr. Sallis for the 2017 Annual Meeting to encourage physical activity and movement throughout the meeting noting that some suggestions include instant recess, stretch breaks, and encouraging standing in sessions rather than sitting.

The committee offered various Active Conference suggestions including:

- Notifying moderators and paper session chairs ahead of the meeting to encourage physical activity
  - Providing instructions
- Chairs towards the front of the room with space in the back of the meeting rooms to encourage standing during sessions
  - Setting up cocktail tables in the backs of the rooms to create an infrastructure for attendees to stand in sessions
- Social media/sticker walk-break challenge
- Sessions chairs to take charge and prompt people to move around
  - Prompt attendees to stand for 10 minute of every session
- Include table tents with fitness ideas/opportunities throughout meeting space
- Include power point slides between sessions with fitness ideas/opportunities
- Provide research and results to back-up activities
  - Evidence-based, guided strategy
- Point of decision prompts
- Active applause
  - Each speaker receives a standing ovation
- SBM twitter account to include tweets encouraging activity
- Provide walking routes within the conference hotel
  - Local arrangements committee or physical activity SIG(?) to walk meeting space and determine various routes based on number of steps
- Entire conference recess break during keynote session

### **4. Other business**

#### **Next Conference Call**

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