



SOCIETY OF  
BEHAVIORAL  
MEDICINE

**ETCD Council Conference Call  
MINUTES**

**Tuesday, November 10, 2020**

**11:00 a.m. PT/12:00 p.m. MT/1:00 p.m. CT/2:00 p.m. ET**

**<https://zoom.us/j/99250230491>**

**In Attendance**

Valerie Myers, PhD (chair)

Amy Huebschmann, MD

Andrea Kozak, PhD

Morgan Lee, PhD, MPH

Sherri Sheinfeld Gorin, PhD

Carina Nigg, MSc (guest)

Andrew Schmidt (staff)

**Regrets**

Jamie Bodenlos, PhD

Courtney P. Bonner, PhD

Vicki DiLillo, PhD

**Welcome and Minutes**

The September and October 2020 ETCD Council call minutes were tabled until the next council meeting.

**Study Section Reviewer Nominations**

Dr. Myers thanked the council for their time and consideration of the newly-submitted member applications for SBM nomination to CSR. With each application in this batch receiving unanimous approval, the council agreed to forward the nominations to CSR without further discussion.

**Consultation Program topics and recruitment**

Dr. Myers shared the potential consultation topics developed during and since the last ETCD call, with the council agreeing to move forward with the topics as listed.

Dr. Myers encouraged all council members to reach out to SBM members in their network and invite them to sign up as consultants, as well as signing up themselves after a sign-up form has been created. Dr. Myers recommended emphasizing in these invitations that the program is designed to facilitate limited consultation requests, and that expected workload for consultants would be very minimal. Several council members asked whether it would be possible to use a form email that they could adapt for each invitation, with Mr. Schmidt confirming that both a template email and link to a sign-up form would be provided in the days following the call.

The council also considered other options for recruiting consultants after the initial round of

invitations, including outreach to the current SIG chairs or to the full group of SBM Fellows.

Next steps:

- Dr. Myers and Mr. Schmidt will prepare a consultant signup form and invitation email template and circulate to the council. Council members will be asked to reach out to five new consultants at minimum before the Thanksgiving holiday, and track their invitations on a shared spreadsheet to avoid potential overlap.

### **Early-Career Mentoring Program Recruitment**

Ms. Nigg reported that following the previous ETCD Council meeting, the Student SIG had decided not to select potential Early-Career Mentoring Program mentors based on their SIG memberships, and would instead attempt to define the mentoring group topics before recruiting volunteers.

Pending the council's approval, Ms. Nigg proposed using the same set of topics developed for the Consultation Program to structure the mentoring groups, which would allow for potential mentors to self-select their preferred topic when signing up.

The council voiced support for the approach overall, with some members cautioning that regular poster mentoring volunteers may be unable to commit to the more-involved role of a group mentor, so it may be necessary to send more invitations than anticipated.

Next steps:

- Ms. Nigg will prepare a list of potential volunteers drawn from previous years' poster mentor rosters, and invite them to sign up for the mentoring topic(s) of their choice through another online form.

### **2021 Annual Meeting Session Update**

Dr. Myers reported that the Meet the Fellows session had been approved for 2021, while Ms. Nigg noted that the Early-Career Mentoring Program kickoff session had also been accepted.

Dr. Kozak noted that abstracts for the 2021 Annual Meeting had not yet been added to the Collaboration Hub, but that it could once again be used as a centralized list of ETCD- and SIG-sponsored sessions.

### **2021 Poster Mentoring**

Mr. Schmidt shared a brief overview of the Research Spotlight presentation format, which would be replacing posters during the virtual Annual Meeting. While some logistics relating to the virtual meeting platform and the Research Spotlight sessions were still pending, presenters should be able to interact with other meeting attendees at various times throughout the conference. The council determined that the procedures for recruiting mentors and conducting poster mentoring could be kept relatively similar to previous years, with mentors being asked to review their mentees' abstracts and video recordings before meeting with them for a time during the session.

With invitations for the Consultation Program, Early-Career Mentoring Program, and poster mentoring being sent out within weeks of each other, Dr. Sheinfeld Gorin suggested that the council combine the

requests or send a separate advance notice to members likely to be asked for multiple programs. Ms. Nigg offered to share her list of prospects with the council before reaching out, to avoid potential duplication of Early-Career Mentoring Program and Consultation Program asks, and to make it easier to acknowledge prior volunteer commitments when recruiting 2021 poster mentors early next year.

**Next Meeting**

December 8, 2020; 2 p.m. ET