

## 7<sup>th</sup> International IPM Symposium Planning Conference Call

January 14, 2010

**Next Call:** February 11, 2010, 11:30am EST / 10:30am CST / 9:30am MST / 8:30am PST

**Participants:** Margaret Appleby, Don Baumgartner, Carlos Bogran, Seth Dibblee, Marty Draper, Naresh Duggal, Dawn Gouge, Pete Goodell, Tom Green, Short Heinrich, Clayton Hollier, Lynnae Jess, Mike Lees, Norm Leppla, Todd Peterson, Caydee Savinelli, Annie Steed, Bob Stoddard, Steve Toth, Brenna Wanous, Elaine Wolff

\* Please send additions, omissions and edits to Brenna Wanous, [brwanous@gmail.com](mailto:brwanous@gmail.com).

### **ATTACHMENTS:**

1. MOU - Symp STR Comm\_IPM Inst 011310 (.doc)
2. IPM Symposium VII Volunteers 011710 (.xls)
3. IPM Symposium VII Timeline 011210 (.doc)

### **MINUTES:**

#### **1. Site Selection committee update:**

- a. Site selection committee met January 8 to consider list of potential meeting locations. Key points in the discussion included:
  - i. Northern locations are less desirable for early spring due to unpredictable weather;
  - ii. Self-contained locations are ideal; i.e., hotel and conference rooms in one building or in close proximity.
- b. Six site finalists:
  - i. New Orleans, LA:
    1. City is bidding well in general to attract conference groups,
    2. Many hotels and restaurants,
    3. Safety has not shown to be a red flag,
    4. Committee member(s) had a positive experience at a meeting in French Quarter.
  - ii. Oklahoma City, OK:
    1. Convention center is close to renovated downtown ("The Brickyard") with many restaurants and attractions,
    2. Relatively new in the convention market, so may bid well but also may not have the capacity for a group our size,
    3. National Plant Board meeting in 2009 held here, positive experience.
  - iii. Las Vegas, NV:
    1. City bidding well due to economic distress,
    2. Abundant hotels,
    3. Generally inexpensive city to hold a conference from a planner's standpoint,
    4. Held first couple of IPM Symposia here, with positive experience,
    5. A LEED-certified hotel is under construction and likely available by 2012,
    6. Some call participants requested that we not hold meeting here due to the higher concentration of other meetings in that location over next few years.
  - iv. San Antonio, TX:
    1. Multiple hotels located near to convention center,
    2. Favorable climate for early spring.
  - v. Savannah, GA:
    1. Airline travel is quite accessible,
    2. Large hotel is connected to the convention center, located in downtown.
  - vi. Charlotte, NC:
    1. Accessible airport, though some distance from downtown,
    2. Nice facilities which city is continually improving,
    3. Restaurants and hotels near to convention center,

- 4. Downtown has been renovated over recent years,
- 5. Home of North Carolina State University; good for collaborating to find local arrangements, attractions, tours, etc.
- c. All sites are variable for tour opportunities, which could be considered in making final decision.
- d. Elaine to send out Request for Proposals (RFP) to all six cities' convention bureau. Bureaus disperse the RFP to hotels and conference centers and facilities return with a bid.

**2. Symposium duration discussion:**

- a. Need to determine meeting duration prior to sending out RFP, as it impacts the number convention center and hotel rooms and days quoted, concessions and rates they offer, etc.
- b. Post-2009 symposium survey results:
  - i. 224 people indicated meeting length was adequate,
  - ii. 43 indicated it was too short,
  - iii. 11 indicated it was too long.
- c. Maintaining two and a half day duration:
  - i. Attendees can still use Monday, Friday and evenings for side meetings:
    - 1. These meetings are extremely valuable for groups to meet in a national setting and at a relatively low cost;
    - 2. Accommodating side meetings also increases Symposium attendance.
  - ii. Attendees can fly out on Thursday afternoon and still be home that evening:
    - 1. Attendees are not likely to stay/pay for an extra night if avoidable, so ending Thursday evening would likely reduce attendance at Thursday sessions.
  - iii. Could end at 2:00 on Thursday rather than 12:00 to accommodate one more session; wouldn't hinder travel plans or significantly increase costs.
  - iv. Would need to be more selective of program submissions in order to reduce session overlap.
- d. Extending duration:
  - i. Can spread out sessions so there is less overlap.
  - ii. Can accept more program submissions.
  - iii. International, innovative nature of meeting lends to needing more time to discuss topics..
- e. Consensus: Maintain current duration as recommended in survey results.

**3. Additional program-related suggestions:**

- a. Organize program to cluster ag-IPM sessions toward one end of Symposium and structural-IPM toward other, so participants don't need to stay for full meeting:
  - i. Advantage(s) – Helps individuals reduce costs by not paying for hotel room for full meeting;
  - ii. Disadvantage(s) – Compounds issue of too many concurrent sessions;
  - iii. Consensus – Look for alternate solution to reduce overlapping sessions.
- b. Plan an optional urban-IPM mini-symposium for Thursday afternoon and/or Friday:
  - i. Advantage(s) – Creates additional setting to discuss topics, takes some pressure off of program committee to fit all program submissions into two and a half days;
  - ii. Disadvantage(s) – Requires additional resources and planning;
  - iii. Consensus – Suggestion well received, programs committee to further develop idea.
- c. Identify high-profile presentations; ask that those presenters repeat session in morning and afternoon:
  - i. Advantage(s) – Increases attendees' ability to go to session they would really like to see;
  - ii. Disadvantage(s) – Places burden on presenter, who is unable to attend two sessions of their choice rather than one;
  - iii. Alternative – Hold topical plenary sessions for high profile topics so there are no concurrent sessions;
  - iv. Consensus – Suggestion well received, program committee to further develop idea.
- d. Organize clustered, interactive poster sessions as alternate to rejecting program submissions:
  - i. Advantage(s) – Facilitates a setting similar to a presentation, when authors with related topics can display research and communicate with poster session attendees;
  - ii. Disadvantage(s) – Depending on facility, space may be an issue;

iii. Consensus – Suggestion well received, poster committee to further develop idea.

**4. Memorandum of Understanding (MOU) discussion:**

- a. Historically, organization of IPM Symposia has been almost entirely volunteer, except for Elaine Wolff's position.
- b. Last year, the IPM Symposium Steering Committee developed a small contract with the IPM Institute to pay Brenna Wanous to organize monthly conference calls, take call notes, fundraise and assist Elaine during the symposium.
- c. IPM Institute has proposed a short MOU for Brenna to conduct same work for 2012 Symposium, particularly related to fundraising, working up to an average of 10 hours per month at \$20 per hour (see attached MOU).
- d. Consensus – MOU approved, move forward with agreement.

**5. Volunteers/Committees:**

- a. Brenna Wanous distributed a list of committees and volunteers on January 12. *An updated list is attached.* Contact Brenna ([brwanous@gmaill.com](mailto:brwanous@gmaill.com)) if you'd like to switch to/from or be added to a committee.
- b. Committees need to meet prior to the next monthly conference call in order to determine committee chair(s):
  - i. Committee chairs participate on monthly Steering Committee conference calls to represent their committee and provide a committee update.
  - ii. All committee volunteers are welcome to participate on Steering Committee calls.
- c. Brenna to email volunteers on each committee to facilitate first conference call.
  - i. One person on committee will need to be the call moderator,
  - ii. One person will need to take notes and send them to Elaine/Brenna to post on the website.
- d. Committees can use IPM Symposium conference call number for tele-meetings.
  - i. Contact Elaine ([wolff1@illinois.edu](mailto:wolff1@illinois.edu)) to get the call-in number, room-code and moderator-code.
  - ii. Email Elaine and Brenna when scheduling committee conference calls to ensure the number is not already in use.
- e. Elaine willing to participate in committee conference calls if committee desires.

6. **Next call:** February 11, 2010 at 11:30am EST.

- a. Steering Committee conference calls are held the second Thursday of each month at 11:30am EST.