

7th International IPM Symposium Planning Conference Call

March 11, 2010

NEXT CALL: **Rescheduled for April 15, 2010**, 11:30am EST / 10:30am CST / 9:30am MST / 8:30am PST

PARTICIPATING (14): Don Baumgartner, Anastasia Becker, Kaci Buhl, Marty Draper, Naresh Duggal, Paul Guillebeau, Dawn Gouge, Rubella Goswami, Lynnae Jess, Norm Leppla, Kathy Murray, Todd Peterson, Brenna Wanous, Elaine Wolff

* Please send additions, omissions and edits to Brenna Wanous, brwanous@gmail.com.

ATTACHMENTS:

1. 7th IPM Symposium Timeline (doc)
2. 7th IPM Symposium Volunteers (xls)
3. IPM Symposium Confidentiality Policy (doc)
4. IPM Symposium Program Committee Minutes (pdf)

MINUTES:

1. Remaining Committee Chairs Announcements:

- a. Awards: Janet Hurley, Pete Goodell
- b. Media/Outreach: Kaci Buel
- c. Operations/Website: Paul Gillibeau

2. Site Selection Committee Update:

- a. Location finalist is Memphis, Tennessee. Tentative headquarter hotel is the Marriott Memphis Downtown, which is adjoined to the Memphis Cook Convention Center.
 - i. Elaine Wolff is making arrangements with convention center for auxiliary meeting space Sunday, Monday, Thursday afternoon and Friday surrounding the event.
 - ii. This site is self-contained and can accommodate for up to 12 concurrent sessions, ranging from 70 people capacity to 180.
 - iii. This site is eight blocks from Beale Street, a historic, social street known as the “Home of the Blues.” The Marriott/Convention Center is offering IPM Symposium attendees free three-day trolley passes.
- b. Elaine Wolff, Joy Landis and potentially a couple local volunteers will visit the Marriott and Convention Center on March 18th and 19th.
- c. The committee is soliciting suggestions for IPM tours. Contact Elaine (wolff1@illinois.edu) with ideas; if received by March 16th, she and Joy can visit the potential tour sites while in Memphis.

3. Programs Committee Update:

- a. Met recently via conference call to select a theme.
- b. There were four theme finalists; committee settled on “IPM on the World Stage.”
- c. **The committee requests suggestions for a tag-line; please send Dawn Gouge (dhgouge@ag.arizona.edu) ideas prior to April 1st.**
- d. The committee also began discussion on how to organize session categories and sub-categories to allow attendees to participate in as many desired sessions as possible.

4. Finances/Exhibits Committee Update:

- a. Committee identified the need for a Confidentiality Policy related to the funder contact database; Brenna Wanous sent out a draft with the call agenda on March 9th.
- b. Suggestions for policy improvement:
 - i. Insert language regarding keeping the database secure, i.e., those who have access to the database ensure it isn't haphazardly distributed or stored.
 - ii. Specify that the policy does not apply to funder contacts of government agencies (“government sponsors”), as their contact information is considered public domain.
 - iii. Insert language that if contributors/exhibitors are comfortable with the committee releasing their contact information in response to inquiries, they must sign a release form.
 - iv. Insert “financial” prior to “contributors and exhibitors” in first paragraph for specificity.
 - v. Include “the University of Illinois” as one of the parties responsible for maintaining the database confidentiality.
- c. Brenna to update the policy to include these suggestions. See updated policy (attached).

5. Awards Committee Update:

- a. Pete Goodell arranged for an online document-sharing system, which will help streamline the award nomination submissions and review process.
- b. Next step for awards committee: determining the number of award categories to support.

6. Next Conference Call:

- a. Elaine and Brenna are both unavailable for the April 8th conference call.
- b. **Next month's call is rescheduled for Thursday, April 15th at the normal time.**