

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

April 15, 2010

**Next Call:** May 13, 2010, 11:30am EST / 10:30am CST / 9:30am MST / 8:30am PST

**Participants:** Don Baumgartner, Todd DeKryger, Naresh Duggal, Pete Goodell, Rubella Goswami, Tom Green, Norm Leppla, Jill Schroeder, Annie Steed, Brenna Wanous, Elaine Wolff

## Minutes:

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

### 1. Site Selection Committee Update:

- a. Joy Landis and Elaine Wolff visited Memphis in March to check out the Marriott hotel and Memphis convention center. Both concluded it would be a good place to hold the next Symposium.
- b. Committee finalized event date for March 27-29, 2012.
- c. Convention center can accommodate for auxiliary meetings on Sunday and Monday before the Symposium and Thursday afternoon and Friday after.
- d. Convention center can also accommodate for 12 concurrent sessions; all of the rooms are a bit larger than those in Portland (2009 Symposium)
- e. Convention center is attached to the hotel via skywalk, and where the skywalk meets the convention center, arrive at the Symposium rooms.
- f. Convention center offers liability insurance at an extra cost. Insurance details can be ironed out at a later date.
- g. Tom Green to sign the convention center contract and return to Elaine.
- h. Elaine is reviewing the hotel contract to be sure the federal agencies can reserve rooms through their own required processes and the IPM Symposium will still get the room count credit.
- i. Elaine will look into whether the kitchen near the convention center's concurrent rooms will create a noise problem during the sessions.

### 2. Programs Committee Update:

- a. Mary Kay Malinoski joined the committee in March.
- b. Committee finalized "IPM on the World Stage" as the theme.
- c. Committee decided to determine the tagline later by reviewing the main categories of program submissions and working the common theme into a tagline.
- d. Primary categories for submissions will be Management, Outreach and Best Practices. Sub-categories are still under works.
- e. Committee also discussed whether to hold a Monday evening reception, as we have in the past.
  - i. The Monday evening reception was originally held to provide a social/networking/site-seeing activity for early arrivals.
  - ii. Approximately 20-25% of IPM Symposium participants attended the Monday evening reception in 2009.
  - iii. The results from the post-2009 Symposium survey show the most common reasons for not attending are primarily due to late arrival or fatigue from travel or work.
  - iv. A way to remedy the former reason is to hold the event at or near the hotel or convention center.
    1. One option is the Memphis Rock n Soul Museum ([www.memphisrocknsoul.org](http://www.memphisrocknsoul.org)), located near the hotel. We would book the museum after hours, serve drinks and hors d'oeuvres, and allow attendees to mingle and move through the exhibits.

2. This site, however, could not accommodate for a speaker program, as we've done in past years.
  - v. Other alternatives include the Memphis zoo (<http://memphiszoo.org/afterhoursfacilities>) or botanic gardens ([www.memphisbotanicgarden.com](http://www.memphisbotanicgarden.com)).
    1. These locations would accommodate for a presentation.
    2. In both cases, we'd need to charter a bus, adding to the costs of the event.
  - vi. In past years, we've charged attendees only for their meal expenses (generally around \$20.00); the Symposium pays for travel, if necessary. It is important that the event be financially self-sustaining.
  - vii. **Please send Norm Leppla ([ncleppla@ifas.ufl.edu](mailto:ncleppla@ifas.ufl.edu)) and Elaine ([woff1@illinois.edu](mailto:woff1@illinois.edu)) your feedback on whether to hold the event and in which location.**
  - viii. An additional suggestion is to hold a sponsor-based event which allows multiple companies to showcase their products and services during a certain amount of time.
    1. Must be sure this wouldn't take traffic away from the exhibitors during the event.
- 3. Finances/Exhibits Committee Update:**
- a. Committee determined to send an introductory email in May to past and potential funders which would introduce/remind readers to/of the IPM Symposium, when and where, theme, that the finances committee is beginning planning and will be in contact.
  - b. Committee will then send a second email in August with a more direct request for financial support and ways in which the funder would benefit.
  - c. Finances/exhibits committee will review the gold, silver and bronze sponsorship levels to ensure that contributions versus benefits (i.e., complimentary exhibit space and registrations) are logical.
  - d. Committee discussed the prospect of holding a sponsor reception during the event for the sponsors, steering committee and finances/exhibits committee. Would reemphasize appreciation for their support and also cultivate stronger relationships with the funders.
    - i. Elaine suggested that if we coordinate this, that we hold the reception in one of the hotel suites.
    - ii. Brenna will contact three or four past sponsors to gauge their interest in such an event.
- 4. Awards Committee Update:**
- a. No update. Committee will hold their first conference call in early May and will report back then.
- 5. Website Committee Update:**
- a. Committee will work with Ron Stinner and Eva Zurek of the Southern IPM Center (which will host the website) to create a website outline within the next two to three weeks.
  - b. Elaine will work with a graphic designer to create the Symposium logo based on the IPM on the World Stage theme before Ron and Eva can work on website design.
- 6. Media/Outreach Committee Update:**
- a. Committee is waiting for the theme and tagline before they send out a "save the date" communication.
- 7. Next Steering Committee call:**
- a. Thursday, May 13 at the same time, and the second Thursday of each month thereafter.