

IPM Symposium Steering Committee Conference Call

May 13, 2010

Next conference call: Thursday, June 10, 11:30am EST

Participating: Kaci Buhl, Marty Draper, Naresh Duggal, Pete Goodell, Rubella Goswami, Norm Leppla, Todd Peterson, Jill Schroeder, Annie Steed, Brenna Wanous, Elaine Wolff, Bob Wright

Minutes:

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

1. Site Selection Committee Update:

- a. Elaine Wolff sent contracts back to the Memphis Marriott Hotel and the Memphis Convention Center; both are fully confirmed.
- b. Contacts in Memphis gave us permission to use images of the city for outreach purposes; Elaine and Kaci Buhl will work out details of this.

2. Programs Committee Update:

- a. Committee created a draft of a tagline: "IPM Solutions for Global Pest Challenges" – send any feedback to Norm Leppla at nleppla@ifas.ufl.edu.
- b. Main program sessions will include 1) Management, 2) Outreach and 3) Best Practices.
 - i. Naresh Duggal will be defining these categories as well as the sub-categories found in the attached document (IPM Symposium Program Committee 050710). New sub-categories are expected to form as submissions are received.
 - ii. The committee will use the sub-category matrix to schedule presentations and reduce topic overlap of concurrent sessions.
- c. Committee recommends holding a Monday evening reception at the Rock and Roll Museum.
 - i. A speaker won't be necessary, as exhibits and appetizers will allow for attendees to mingle and move through the museum in an informal setting.
 - ii. Holding the event for a longer period of time than in the past would also facilitate better networking and allow for late-comers to participate.
 - iii. The space has a 400-person capacity; a tram is available from the hotel to the museum.
 - iv. We would privately rent the space after hours; and the committee is determining whether guided tours are a possible activity.
 - v. Early outreach about the event will be critical to its success, so the committee will work with the website and outreach committees to ensure information is included in both of those venues.
 - vi. This event would still require an additional cost on top of the registration fee to cover the meal and space rental costs and provide a more accurate estimate of attendees.

3. Finances/Exhibits Committee Update:

- a. The committee sent out its first communication with past funders and exhibitors (2009 and 2006 Symposia) on Tuesday, May 11th. 92 emails were sent; 14 bounced; 23 were opened as of Wednesday, May 12th. This email reintroduced the contacts to the Symposium, gave details on date and location, and prompted them for feedback on how we can improve the funder/exhibitor component of the event.
- b. Next steps include sending a second email in August with a more direct-ask for contributions, and the committee will begin making personal phone calls thereafter.
- c. The fundraising goal is \$100,000.

4. Awards Committee Update:

- a. Committee defined six categories of awards for which people can submit nominations, individual and team for each: 1) National, 2) International and 3) Lifetime Achievement.
 - i. Bob Wright recommended creating a graduate student category to foster student participation and recognition.
- b. The variance of content and structure of nomination packets in past Symposia made it difficult to review and compare nominations. The committee will determine criteria around each category to include in the nomination requirements, similar to a grant proposal.
 - i. This level of standardization will also make for easier and more thorough review as the committee can break into sub-panels and review a cluster of nominations rather than all that are submitted.
- c. Committee timeline:
 - i. Call for nominations: September 15, 2011
 - ii. Nominations due: mid-November 2011
 - iii. Results determined: mid-January 2012
- d. Elaine to send Pete Goodell and Brenna Wanous numbers on how much funding was allocated to awarding the recipients in the past two Symposia. Naresh also suggested looking for external funding to support the awards; awards and finances/exhibits committee will consider this option.

5. Website/Operations Committee Update:

- a. Committee is reviewing the 2009 website and will discuss what worked well, what to improve on the 2012 website. This will be discussed on a conference call next week.
- b. Elaine has worked with a graphic designer to acquire a logo; results should be in within the next two weeks.

6. Media/Outreach Committee Update:

- a. Committee is waiting for the logo and tagline to be finalized, and will send out a “save the date” within the next couple of weeks.
- b. Kaci Buhl has a draft “save the date created”; committee is reviewing.
- c. Kaci will be working closely with the website and program committees to ensure the same language and vibe are used in all three areas.

7. Posters Committee Update:

- a. No update.

8. Next Steering Committee Conference Call:

- a. Thursday, June 10, 11:30am EST, and every second Thursday thereafter.