

7th International IPM Symposium Steering Committee Call

September 8, 2011

Next Call: October 13, 2011 11:30am EDT / 10:30am CDT / 9:30am MDT / 8:30am PDT

Participants: Naresh Duggal, Marty Draper, Rubella Goswami, Dawn Gouge, Clayton Hollier, Janet Hurley, Norm Leppla, Jill Schroeder, Brenna Wanous, Elaine Wolff

Minutes:

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

1. Programs Committee Update:

a. Collation of session responses:

- i. Nearly all proposal submitters responded positively to the invitation letters the from program committee; 5 groups withdrew their proposals, 17 hadn't responded as of the morning of the 8th.
- ii. If the groups did not respond by the end of business day on the 8th, they likely won't be included in the program.
- iii. There are 107 program hours confirmed, which needs to be narrowed down to 96. The committee will meet in mid-September to discuss.

b. Enhancement fund requests:

- i. Included in session responses were enhancement fund requests, which total 63 complimentary registrations, 183 room nights and airfare totaling approximately \$63,000.
- ii. Elaine included in the budget enough for 60 complimentary registrations (plus those for exhibitors and sponsors), 90 room nights and \$25,000 worth of airfare.
- iii. A number of complimentary hotel rooms will be given us for our event, but Elaine is holding those for the plenary speakers.
- iv. The program committee will need to work with the finances/exhibits committee to determine how much should be allocated toward which groups.
- v. Elaine brought up issues of equity:
 - 1. Past funding grantees v. new requests – who ranks higher in priority?
 - 2. How many individuals from an organization should receive funding?
 - 3. How many room nights should one individual or group be allotted (all v. 3, etc.)?
- vi. Norm suggested the committee determine requests on a case by case basis, looking at what the individual/group is contributing to the Symposium and determining how much to provide them/rank them on the priority list.
- vii. The program committee will need to expedite the process so they can make financial support offers, receive responses and see how they influence the program schedule.
- viii. The committee will determine their funding priority list then work with the finances/exhibits committee to decide on allocations.

2. Finances/Exhibits Committee Update:

- a. Current committed funds: \$46,500. The committee will meet again in mid-September.
- b. Brenna will bring up the enhancement fund topic to ensure the committee is thinking about it and how to best allocate funds.

3. Awards Committee Update:

- a. The committee has created an awards application form, which Elaine and Pete are working on putting online.
- b. The awards announcement will be ready for dispersal by next conference call with a December nomination deadline.

4. Media/Outreach Committee Update:

- a. The media/outreach committee is working on press releases to be ready October 1 in conjunction with the awards nominations, registration and poster proposals timeline.
- b. A social media sub-committee formed and met to work out how to best use resources like Facebook, Twitter and others. The committee identified members to take the lead for each.
- c. Kaci found a number of photos from past symposia to use for outreach. Please send additional photos to Kaci.

5. Awards Committee Update:

- a. Elaine is working on creating the online submission form and will send it to the committee for their testing and review. It will be ready next week.
- b. Janet will work with Kaci to send the announcement regarding award nominations.
- c. December 15 will be the deadline for nominations.

6. Misc. Updates:

- a. Brenna created a flyer for the Symposium, upon request from Tom Green for a conference he's going to. Steering committee members confirmed they would like Brenna to send the flyer to them for outreach purposes (posting on listservs, in the office or building, bringing to meetings, etc.).

7. Next Conference Call:

- a. Thursday, October 13, 2011 at the same time.