

## CSAM-SMCA Conference Committee Meeting

April 7, 2021 – 6:00pm MST

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### Minutes

Present: D. Martell P. Sobey J. Brasch M. Willows A. Marmel N. Ali  
R. Fraser. B. Hebert (recorder)

Regrets: A. Warnock

Call to Order: 6:05pm MST – D. Martell

Adoption of Agenda:

- No additions to the agenda

Review of Last Meeting Minutes: March 3, 2021 (Appendix #1)

- Minutes from the last meeting have been reviewed and approved

**D. Martell makes a motion to accept the minutes from March 3, 2021**

**Seconded by: P. Sobey**

New Business:

1. Plenary Speakers
  - Julian Somers has confirmed to speak
  - Waiting on response from Helena Hansen
  - D. Martell and P. Sobey to continue to ask/confirm speakers
2. Update on Conference Abstract Platform
  - Call for abstracts opening date – April 15<sup>th</sup>
  - Call for abstracts closing date? – June 25<sup>th</sup> or June 30<sup>th</sup>?
    - i. June 30<sup>th</sup> has been confirmed as the closing date
3. Fundamentals
  - R. Fraser and M. Willows have put together a Fundamentals schedule
  - Should we separate the Fundamentals and Conference?
    - i. Spring/Fall?
    - ii. This could help us grow to the point where we have more activity throughout the year
  - Continue to host the Fundamentals virtually

- i. You can reach the broadest audience
  - ii. Completing the Fundamentals earlier may entice people to sign up for the conference
  - iii. Have access to the recordings later on if you cannot attend the “live” session
- Options:
  - i. Occur 6 months away from when conference occurs
  - ii. 10/12-week webinar series
  - iii. Have the entirety of Fundamentals on one day
- This year we will do a one- day course before the conference
  - i. Sunday, October 3<sup>rd</sup>, 2021, 9am – 5pm EST
  - ii. Ensure we follow CME guidelines
  - iii. What will the cost of this one-day event be?
    - 1. B. Hebert to look into estimates
- Beginning next year, we will transition to spreading out the courses
- When selecting speakers this year, make the ask for the spring session of 2022

#### 4. Conference Registration Pricing

- B. Hebert shared her screen with last year’s registration pricing
- Questions to consider:
  - i. What is our competition doing?
  - ii. Did our pricing reflect the value of content offered?
- Make it worthwhile to have a CSAM-SMCA membership
- Below is the suggested pricing for this year
- P. Sobey to send pricing chart to colleagues for input

#### **Early Bird**

CSAM Member	\$375
CSAM Associate	\$325
Non – Member Physician	\$575
Non – Member Associate	\$425
<b>Regular</b>	
CSAM Member	\$475
CSAM Associate	\$425
Non – Member Physician	\$675
Non – Member Associate	\$525
Resident	\$250
Student	\$150

## 5. Sponsorship Offerings

- Deferred until next meeting

## 6. Trainee

- J. Brasch, A. Marmel and A. Warnock met to discuss trainee events for the conference
- Trainee specific events at the conference:
  - i. Symposium spot (90 minutes with question period)
  - ii. Mentor Lunch
  - iii. Complex case management
    1. Use more breakout rooms
    2. Limit to trainees only
- J. Brasch to recruit another trainee for this planning sub-group
- Looking at other ways that trainees can have the opportunity to network
  - i. Hollywood Squares – D. Matrell to share with this sub committee
  - ii. Trivia Night – A. Marmel to get quote

## 7. Research Briefs

- Decrease the length of video submission
- Highlight selected research briefs in symposiums throughout the conference
- Need to come up with a evaluation rubric
- Deadline for research briefs need to be 2-3 weeks in advance to choose which videos will be highlighted in the symposiums

## 8. Conference Bursaries

- How many do we want to offer?
  - i. 25 Bursaries have been confirmed

Next Meeting: May 5, 2021 @ 6:00pm MST

Adjournment: 7:02pm MST – D. Martell

### **Action Items:**

#### **D. Martell**

- > Continue to look/ confirm plenary speakers
- > Send Hollywood square information to Trainee sub-committee

#### **P. Sobey**

- > Continue to look/ confirm plenary speakers
- > Circulate registration price chart for opinions and get back to the committee

**J. Brasch**

- > Recruit member for Trainee planning event sub-committee
- > Research Brief award/ symposium selection evaluation rubric

**B. Hebert**

- > Fundamental Day Costs