

CSAM Conference Committee

Minutes

Present: J. Brasch M. Willows D. Martell
 M. Dorozio N. Ali B. Hebert (Recorder)

Regrets: A. Marmel R. Fraser A. Warnock W. Lamba P. Sobey

Call to Order: 6:05 MST – J. Brasch

Adoption of Agenda and any Additions:

- No additions to the agenda

1. Review of action items from last meeting:

Jen

- Connect with Pamela Leuce
- Connect with Marilyn and Becca to discuss how to facilitate site visits with the attendees
- Connect with Paul about AMP billing structure
- Connect with Dave about the bursary program
- Invite Navid Ali to the conference committee

Dave

- Connect with Allision to discuss the trainees' segment of the conference
- Start to develop the bursary program - connect with Jen offline

Paul

- Make inquires on site visits at the supervised injection site (how many days, what time, how many people can they accommodate per trip) and therapeutic community
- Connect with Jen about AMP billing structure
- Send follow up email to Kathy regarding French track

Ron

- Email Homewood regarding ways to arrange site visits

Wip

- Connect with Jen to discuss diversity - Forward email surrounding this topic to Jen
- Connect with Allison to see how to make the trainee track fit with our current diversity landscape

Allison

- Connect with Dave to start developing the Trainee Track

Becca

- Connect with Marilyn and Jenn about fundamental space
- Add lifetime achievement award to next meeting agenda
- Create doodle poll for mid- February
- 2. AMP - Marketing and Sponsorship:
 - P. Sobey & B. Hebert meeting with AMP tomorrow to finalize the marketing and service agreements
- 3. Abstract submission process/ Call for abstracts:
 - J. Brasch has made the following modifications to the call to abstract submission process and instructions
 - Parts of the content has been borrowed from the ASAM process
 - Created an abstract membership – free membership for individuals who would like to submit abstracts
 - Evaluation criteria has been updated to make it easier to decline abstracts
 - The goal is to make the submission process as simple and clear as possible (especially for our international submissions)
 - A key word list as been created to categorize the abstracts 30 – 40 words to choose from
 - More disclosures have been added in
 - Made the instructions and form as streamlined as possible
 - Once completed M. Dorozio will put the process on the ISAM webpages
 - We are currently waiting for our website technician (Shahid) to complete the items on the system back end
 - Submission process will open in the next 2 weeks
 - There are no plans to extend the submission deadline (April 15, 2020) – respecting that our international attendees who have to make travel plans
 - Regarding timeline, we are ahead of last year's conference
 - Marketing call for abstracts
 - AMP to build creative and content to be shared
 - M. Dorozio to send a list of last year's distribution list to Melanie and Jenn
 - Share with universities, social workers, BOD members, etc.
- 4. Conference Agenda:
 - Courses
 - Adding in additional sessions:
 - Education committee has a requested a buprenorphine course
 - J. Brasch will connect with Nikki Bozinoff
 - J. Brasch connecting with a Family doctor on Vancouver Island who has a type of leadership role – see if there are topics to be presented
 - D. Martell – would like to have discussion and dialogue tables at the conference

- Everyone is in favor
- D. Martell is tasked to develop and design 1 discussion and dialogue table for the conference (possible topics: safe supply, SOGC collaboration, choosing wisely recommendation, addiction care, etc.)
- M. Dorozio – to get the CME credits 25% of the sessions must be active
- J. Brasch anticipating several tours to private rehab facilities (we want to make attendees aware of the tours but known we have nothing to do with them and their content)
 - Ensure we ask our exhibitors and sponsors first

5. Trainee matters:

- Subcommittee
 - Dave Martell, Ashley Warnock (Med-Student), Allison Marmel (Fellow)
 - D. Martell would like to restrict this subcommittee to 3 people
 - Focused groups will be run to decide on content and design of the trainee track – This will help inform our needs assessment for learners
 - There is enough space to run an entire track just for learners (enough for 70 people)
 - N. Ali to send D. Martell information on the CTB Canada course
 - ASAM has given lectures on how to give big and small group presentations, a link is on there page about how to write an abstract
 - CSAM will offer that one of the presentation types be professional development
 - How do we encourage people to present these types of topics?
 - Spend money on speakers to get these specific topics covered
 - M. Dorozio to send J. Brasch a list of rooms and capacity at the convention center
- Special sessions
 - Budget – to talk about next meeting (assume it will be the same as last year, \$1000)
 - Mentoring lunch
- Bursary program
 - Last year we received 36 applications and we gave out 8 bursaries of \$1000
 - The bursaries will only be open to Canadian submissions / ISAM has there own
 - We will have 12 bursaries for learners and the Karen Mellor bursary
 - \$1000/ bursary (at our discretion we can change the amount) + full conference registration with fundamentals
 - D. Martell and J. Brasch to discuss the Karen Mellor bursary offline

6. French track:

- Physician in Quebec who is very keen on setting up a French track
- May have a French plenary speaker – would run at the same time as an English speaker

- Current plan is that she will develop her own French track sub committee and will report to P. Sobey
- There will be international members on the committee (Switzerland and Morocco)

7. Fundamentals Update:

- N. Ali has reviewed the existing presentations that have been distributed by R. Fraser
 - In his opinion they have too much science-based content and terminology not enough practical
 - He would like to streamline the presentations and cut down the number of slides in each
 - Add in a session around clinical management of opioids
- N. Ali will connect with local individuals on the island to see if they are interested in presenting the topics
- The BOD has also presented the fundamental topics in the past
 - If needed D. Martell will speak on the assessment piece

8. Lifetime Achievement Award:

- The more input and thought on the candidates the better
- M. Willows – to send an email to the CSAM BOD of nominations for consideration
- In meetings to come we must decide on the actual award we will be giving to the chosen recipient

9. Diversity / Reducing barriers to access:

- W. Lamba – to discuss further at the next meeting
- The goal is to make the conference inclusive of everyone
- J. Brasch – make it easier for parents with small children to attend the conference – have a separate room for parents that can stream in plenary and other speakers

10. Tours

- For CME credits these tours must be an arms length away from the conference
- The tours would not be during the conference, but on either side of the conference days – Wednesday & Sunday
- A disclaimer that CSAM is not involved in the content or development of the outside tours
- Organize these tours asap as attendees will have to make their travel plans around them

11. Other items

- B. Hebert to add marketing the abstract submission opening to next meeting agenda

Next Meeting: B. Hebert to send doodle poll out for early March meeting

Adjournment: 7:01pm MST – J. Brasch

Action Items

Jenn Brasch

- Discuss the details of the Karen Mellor Bursary offline with Dave
- Will connect with Nikki Bozinoff to discuss buprenorphine course/presentation
- Will connect with the family physician from the Island regarding leadership presentations

Dave Martell

- Discuss the details of the Karen Mellor Bursary offline with Jenn
- Tasked to develop and design 1 discussion and dialogue table for the conference

Melanie Willows

- Send email to the BOD for nominations for the Lifetime Achievement Award

Naved Ali

- Send Dave information on the CTB Canada course
- Connect with local individuals on the Island to see if they are interested in presenting the Fundamental topics

Marilyn Dorozio

- Send Jenn a list of the room space and capacity of the convention center
- Send a list of last year's abstract distribution list to Melanie and Jenn

Becca Hebert

- Send out doodle poll for next CSAM conference meeting
- Add marketing the abstract submission opening to next meeting agenda