

Minutes

CSAM Conference Committee Meeting

July 16, 2020– 6:00pm MST

Present: J. Brasch R. Fraser M. Willows M. Dorozio D. Martell
 P. Sobey A. Marmel B. Hebert (Recorder)

Regrets: A. Warnock

Absent: N. Ali W. Lamba

Call to Order: 6:06pm MST – J. Brasch

Adoption of Agenda and any Additions:

- No additions to the agenda
- Agenda adopted and approved

1. Review of Last Meeting Minutes – June 18, 2020
 - a. Minutes from June 18th, 2020 have been accepted and approved
2. Review of action items from last meeting:

Jenn Brasch

- Connect with Wip to discuss diversity barriers for the conference – **not completed**

Wip Lamba

- Connect with Jenn to discuss diversity barriers for the conference – **not completed**

3. Virtual Conference Update:
 - a. Several moving parts – We are meeting with AMP weekly to discuss conference progress
 - b. J. Brasch shared estimated budget on screen – the budget shows revenue will be made at the conference (using conservative numbers)
 - c. Comments have been made that there is not enough diversity in our plenary speakers (8 men, 2 women)
 - J. Brasch to talk about diversity at our next meeting with AMP
 - Need to be more mindful moving forward
 - Look at having a more diverse spectrum when it comes to the conference opening and speaker introductions
 - After abstracts are accepted – be sure to market a wide range of content that will be at the conference
4. Abstract Review:
 - a. Abstracts are ready to be reviewed
 - b. Over 200 abstract submissions

- c. N. el-Guebaly is accepting almost all the ISAM submissions
 - There will be no need for the CSAM review committee to look at the international submissions as N. el-Guebaly has already done so
 - d. Presentation time is more limited this year
 - Scale back on the number of workshops offered
 - Look for the highest quality symposium
 - e. J. Brasch and B. Hebert are organizing/ sorting the symposium overviews with the appropriate presentations
 - f. J. Brasch will assign each CSAM abstract reviewer with 10 abstracts (located in the google doc)
5. Conference Schedule
- a. J. Brasch shared her most recent template with everyone on screen
 - Current thinking is to run 2-hour blocks of conference content followed by an hour break (lunch, industry lead sessions, networking etc.)
 - b. Two live tracks of streaming content
 - c. Offering two types of presentations live vs on demand
 - d. The virtual platform will be available 30 days before the conference so attendees can become familiar with the space
 - e. Ensure the plenaries are live to attract attendees on the actual days of the conference
6. Poster sessions
- a. A. Marmel tasked with researching methods of presenting our poster sessions (check back with J. Brasch in 2 weeks)
 - Ideas:
 1. Twitter
 2. Zoom Room
 3. Prezi
 4. Recorded Videos
 5. Static Posters
 6. Live Chat Rooms
7. Virtual Registration Pricing
- a. J. Brasch shared virtual pricing options on screen
 - b. Planning to get registration back open asap
 - c. Be prepared for individuals to register closer to the conference because it is hosted virtually
 - d. Extended early bird pricing till October 1st, 2020
 - e. Idea: Contact non-member associates after the conference to offer them a deal on a CSAM membership
8. Trainee Matters
- a. Expand diversity through the conference
 - Trainee committee to come up with ideas for presentations, symposium workshops, etc. to cover more diverse topics/culture
9. Fundamentals Course
- a. Need a schedule by end of August
 - b. Run the course live, if possible
 - c. One day

- d. Separate CME credits if the course can have restricted access
 - e. M. Dorozio needs abstracts and learning objects by middle of August to apply for CME
 - f. Separate pricing will be set if access to the course can be restricted
 - g. B. Hebert to look into the options for restricting access
10. 2023 Conference - Victoria
- a. J. Brasch makes a motion to host the 2023 CSAM Annual conference in Victoria BC.
Second by: D. Martell
Approved

Next Meeting: August 20th, 2020 – B. Hebert to send calendar invite and call in coordinates

Adjournment: 6:58pm MST – J. Brasch

Action Items

J. Brasch

- Talk to AMP about conference diversity and how to market that
- Connect with Wip to discuss diversity barriers
- Connect with Naved regarding fundamental course progress
- Assign 10 abstracts each to the CSAM abstract review committee

A. Marmel

- Research presentation methods for our virtual poster sessions (check back with Jenn in 2 weeks)

B. Hebert

- Look into course attendance access restrictions on the registration platform