

## CSAM Conference Committee Meeting

June 18, 2020– 6:00pm MST

### Minutes

Present: J. Brasch      R. Fraser      M. Willows      M. Dorozio      A. Warnock  
          P. Sobey      W. Lamba      A. Marmel      B. Hebert (Recorder)

Regrets: D. Martell

Absent: N. Ali

Call to Order: 6:00pm MST – J. Brasch

Adoption of Agenda and any Additions:

- No additions to the agenda

1. Review of action items from last meeting:

#### **Jenn Brasch**

- Will connect with the family physician from the Island regarding leadership presentations
- Write an email to the CSAM BOD asking for their help to circulate the opening of call for abstracts
- Circulate call for abstracts to Hamilton and U of T, CAMH (once AMP has created a message to send)
- Connect with Marilyn regarding the French abstract submission process – **French track has been eliminated from the program due to Covid - 19**
- Jenn to send out an email to the past CSAM presidents after she receives the information from Marilyn
- Connect with Wip to discuss diversity barriers for the conference – **still need to connect**
- Connect with Naved to discuss progress of the development of the Fundamentals course
- Create an email about submitting abstracts to ISAM-CSAM 2020 and send to the conference committee members to deploy to their contacts
- Make alterations to the abstract submission process – incorporate the virtual component

#### **Dave Martell**

- Circulate call for abstracts to Maritimes, network, CFPC addiction network (once AMP has created a message to send)

### **Melanie Willows**

- Circulate call for abstracts to Ottawa, Queens (once AMP has created a message to send) -

### **Paul Sobey**

- Circulate call for abstracts to UBC, Fraser health authority, BCCSU, A&MH Leads interior, northern Van Island (once AMP has created a message to send)
- Write Kathy an email to get an update with her progress on the French Track

### **Ron Fraser**

- Circulate call for abstracts to Halifax, Montreal (once AMP has created a message to send)
- Connect with Naved regarding Fundamentals – cc' Jenn

### **Allison Marmel**

- Circulate call for abstracts to University of Manitoba (once AMP has created a message to send)

### **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

### **Wip Lamba**

- Connect with Jenn to discuss diversity barriers for the conference

### **Marilyn Dorozio**

- Connect with Jenn regarding the French abstract submission process
- Send email to Dave regarding Jag Khalsa presenting for the trainee track – **Did get the go ahead from Jag Khalsa – M. Dorozio to send J. Brasch his contact information**

### **Becca Hebert**

- Create doodle poll for next meeting

## 2. Virtual Conference Update

- This is a very new process of conference planning, with many different parameters
- We are adapting to what is possible and learning as we go
- EventMobi will be the host of our virtual platform
- Continuing to look at other organizations who have/ and are planning a virtual conference

- CPDD has been extremely helpful to us, shared a lot of information
- 3. AMP—marketing and sponsorship
  - The E-prospectus is in its final design stage and will be sent out to sponsors in the coming weeks
  - AMP is working on grant applications with the help from P. Sobey
  - In-Kind partnerships have been reaching all sorts of new organizations which will hopefully translate into conference registrations
  - Continuing to meet with AMP on a weekly basis to discuss marketing, sponsorship, grants and collaborations
- 4. Conference Schedule
  - Additional Sessions – What do we want to see offered?
  - Currently we have 9 Covid -19 related abstracts
    - We may need to invite speakers to join this track
    - The deadline to submit this topic of abstract was very earlier to have completed research and results
    - A potential to open an abstract submission just for Covid - 19 related abstracts in September
    - 1-2 Covid – 19 symposia to come from International submissions
  - 6 symposia submitted at this time
  - Must be rigorous in terms of the abstract reviewing process due to the limitations we may face with conference scheduling
  - J. Brasch has put together 3 draft agenda (shared on screen)
    - Each day is to work with approximately 6 hours of live streamed content
    - Built on EST
    - Plenary speakers are to run at separate times so that attendees could go to all sessions “live”
    - Poster sessions:
      - I. Convert all to electronic posters
      - II. Each poster to have the ability to speak to the presenter – chat boxes or open zoom lines
      - III. Each presenter to pre-record their poster presentation to be watched at any time
      - IV. Would still like to incorporate poster voting
      - V. Share posters on Twitter
  - Other considerations:
    - What is the maximum number of time you can expect people to be in front of their computer?
    - Sustainability of attention for a full day of educational learning?
    - Have frequent breaks
    - Because virtual conferences do not have the opportunity to network – the chat rooms and boxes could be extremely utilized – ensure enough time is carved out for this

- Do not wait until the next CSAM Conference committee meeting to share your ideas. Email J. Brasch with any thoughts.

#### 5. Trainee Matters

- Conference Events for Trainees:
  - What types of events can we offer to trainees?
  - Mentor zoom sessions
    - I. Small groups
    - II. Pick between 5 – 10 different mentors
    - III. Organizational logistics must be in place before hand
    - IV. Share mentor bios and have students pick 3 they would like to be paired with – have more of a niche experience
- We must find ways to still engage the trainees

#### 6. Fundamentals Course

- R. Fraser – now has a better understanding of what the structure and capabilities the conference can have – they can now better determine what the fundamentals course will look like
- Shorter sessions, panel discussions, frequent breaks, content available for 30 days, section 3 credits could be filled out together
- No longer limited to local speakers, there is an opportunity to open it up nation wide

#### 7. 2023 Conference Location

- Victoria Contract
- The dates would be 19, 20, 21 of October
- Similar pricing to the 2020 conference (good rates)
- Plan on CSAM only event (ISAM may join, but can not be determined at this time)

Next Meeting: We will have monthly meetings now until September. The 3<sup>rd</sup> week of every month.

Adjournment: 7:02pm MST – J. Brasch