

## **Program Committee Meeting**

**Members Present:** Alejandro Mazzotta, Mindy Brashears, Jinru Chen, Maria Teresa Destro, Joshua Gurtler, Scott Hood, Ian Jenson, Lori Ledenbach, Eric Martin, Mickey Parish, Randy Phebus, Lou Tortorello and Purnendu Vasavada.

**Board/Staff Members Present:** Katie Swanson, Isabel Walls, Lisa Hovey, Terri Huffman and David Tharp.

**Meeting Called to Order:** 7:15 a.m., Wednesday, August 3, 2011.

**Recording Secretary:** Terri Huffman.

**Old Business:** The meeting was called to order by Alejandro Mazzotta. Alejandro thanked the committee for their hard work and for an excellent program. He thanked outgoing committee members Randy Phebus, Lori Ledenbach and Vijay Juneja. He welcomed Mickey Parish, Jinru Chen and Ian Jensen to the committee, and Maria Teresa Destro and Paul Fedorka Cray as re-appointments.

The committee evaluated IAFP 2011. Consensus was that attendees are very pleased with the quality of the program and the meeting in general. The committee discussed the roundtable format and gave ideas for helping organizers understand how roundtables are to be formatted. Some ideas were (1) explain the concept on the PDG chair conference call in September, (2) Katie suggested that any slides be sent to the moderator ahead of time, who will edit them down and put all slides into one presentation, (3) Use a timer during the roundtable to help panelists keep their comments brief and, 4) Have training for moderators, possibly on Saturday. Terri Huffman mentioned that the 2012 call has been edited to clarify the difference between symposia and roundtables.

Alejandro asked committee members to submit any other comments or suggestions via E-mail so that they can be discussed at the February meeting.

### **New Business:**

Alejandro asked the committee to submit possible names for the Parkin and Silliker lectures to Isabel and Katie as soon as possible.

Alejandro explained the process the committee will use to develop the 2012 program. The symposia/roundtable/workshop initial deadline is October 17. The date for the conference call that follows the deadline has not been set yet. The abstract submission deadline and the symposia/roundtable/workshop second submission deadline is January 24. The Program Committee's face to face meeting will be February 10–11, 2012 in Providence, Rhode Island.

There were several suggestions concerning next year's process, (1) Provide education to people on the art of presenting a paper, writing an abstract, etc. The topic could be offered as a workshop, an education session, a webinar or a series of YouTube videos, (2) Allow rejected symposia/roundtables/workshop organizers to write a white paper or host a webinar, (3) Give symposia/roundtables/workshops a rank (high, medium, low) so that organizers have some feedback, (4) Use themes? Talk about it at the September PDG chairs conference call, (5) Consider a new abstract management system. The committee did not like the way the abstracts for review printed out last year. Clean PDF files would be preferable. Terri Huffman mentioned that the office is looking into new software for 2012.

**Recommendations to the Executive Board:** None.

**Meeting Adjourned:** 8:00 a.m.

**Chairperson:** Alejandro Mazzotta.