

Program Committee

Members Present: Alvin C.B. Lee, Renee Boyer, Laura Brown, Yuhuan Chen, Michelle Danyluk, Heidy den Besten, Martin Duplessis, Mark Moorman, Laurie Post, Carrie Rigdon, Manpreet Singh, Tori Stivers, Jarret Stopforth, Peter Taormina, and Pamela Wilger.

Board/Staff Members Present: Mickey Parish and Tamara Ford. **Number of Attendees:** 17.

Meeting Called to Order: 7:00 a.m., Wednesday, July 12, 2017. Introductions were made.

The Process – Tamara explained the process for the 2018 process. October 3 is the deadline for symposium, roundtable and workshop proposals. The Committee will review all of the submissions using the online system, and will meet via conference call in late October or early November to select proposals for further development. Committee members should plan on a 5–6 hour conference call.

The submission deadline for abstracts is January 16, 2018. The Committee will again review all symposium, roundtable and workshop proposals. The Committee will be divided into five teams; each team will review one-fifth of the abstracts. The Committee will meet in Salt Lake City, February 16–17, 2018 to select abstracts and sessions for IAFP 2018. The Committee asked for mobile-friendly review and area of expertise selection for judging.

From feedback from the PDG Chair/Vice Chair Meeting and with Board discussion, the PDG sponsorship should be listed in the program. The PDG Chairs and Vice Chairs should be notified of which proposals were submitted under their PDG.

The PDG chairs also requested that they know why a proposal was rejected. In many cases there are similar proposals.

For proposals, the Program Committee encourages organizers to have identified potential speakers. A proposal with potential speakers is more likely to be accepted than TBD for a slot.

IAFP 2017 Evaluation – The Committee provided feedback concerning IAFP 2017.

Room counts – The Program Committee requested room count estimates. The student session monitors are asked to count attendance at each session. Tamara will provide to the Committee. The Committee suggested app scanning like we do for PDG meetings, but it may not be logistically feasible.

App/Program – Based on attendee feedback, the Program Committee would like to note which sessions or speakers are being recorded either in the app or the program.

AV/Technical Issues – Tamara discussed the encryption issues that caused laptop issues when uploading. She will let speakers know this for next year. The AV projectors were too dim and screens often too small. This will be fixed for 2018.

Technical Session Convenors – must have two convenors and a back-up person for each session.

New Session Formats – the Software Fair was well-attended and the 3-minute thesis competition was very fresh and fun.

Recommendations to the Executive Board:

1. The Program Committee recommends that the Board evaluate exhibit hall hours.
2. The Program Committee would like to explore the possibility of badge scanning for session rooms.
3. The Program Committee recommends a new approach to encouraging PDG collaboration.

Next Meeting: Conference call in late October or early November.

Meeting Adjourned: Renee thanked the Committee for coming and adjourned the meeting at 8:30 p.m.

Chairperson: Renee Boyer.