

MPHA Epi Section

Conference Call Agenda

December 8th, 2009

2:00-3:00

- I. Call To Order
 - a. Joyce
 - b. Fatema
 - c. Donna
 - d. Roger
 - e. Harolyn
 - f. Brian
 - g. Scott
 - h. Diana

- II. Approval of Minutes
 - a. Unanimous approval

- III. Student Orientation/Panels
 - a. UM SPH Student Organizations
 - i. Contact with UM Epi group
 - ii. Presentation next year
 - b. Other Upcoming Student Events
 - i. Similar presentation to MSU
 - ii. That presentation is being worked out during an orientation
 - iii. Harolyn may be able to get an Epi contact at Wayne State
 - c. John Snow Award
 - i. This was an idea brought up by Brian and Joyce for students to get more interested in the conference and submit abstracts
 - ii. Goes to school with the most abstracts accepted
 - iii. Brian is looking into cost of a plaque and engraving
 - iv. The call for abstracts and save the date is going to be resent by e-mail. Announcement of award will be included
 - v. Joyce will send out the wording of the award announcement to the group
 - vi. Discussion about pros and cons of award

- vii. This may encourage a review of the abstracts. In the past we have accepted all abstracts
- viii. Peer review process for award
- ix. Posters would be judged
- x. Discussion of having a point person at

IV. 2010 Conference

- i. Save the date and call for abstracts will be sent out again
- ii. Dr. Boulton will be teaching this semester. He may encourage students to submit abstracts and attend the conference.
- b. Date and Logistics - possible deadline extension
 - i. Discussion of whether the deadline extension will affect CEU application
 - ii. Question of tiered deadline for oral presentation and one for poster
 - iii. Also discussion of whether submitter should be asked to do an oral presentation after reviewing the abstract
 - iv. We don't know the exact deadline for Nursing CEUs it probably will be sometime around the end of January or earlier
 - v. Discussion to not extend the deadline but to more heavily promote the submission of abstracts
- c. Topics of Interest for Keynote and Morning Speakers
 - i. Sharps person to present. Roger will confirm with the speaker. She is still available.
 - ii. Joyce will notify the keynote and the other morning speaker to confirm.

V. Conference Preparation Duties

- a. Logistics → Current Chair (Joyce)
 - i. Meals and refreshments need to be confirmed
 - ii. Part of the problem has been to disseminate the lunches. Suggestion to give tickets for lunch upon registration.
- b. Budget → Treasurer (Fatema)
 - i. Budget is the same
- c. Sponsors → Program Co-Chair (Fatema)
 - i. Sponsors are still pending
- d. Save-the-Date and Agenda → Program Co-Chair (Brian & Joyce)
 - i. Save the date will stay the same
- e. Abstracts → Section Counselor (Diana)

- i. 2 have been submitted so far
 - f. CEU/CME → Section Counselor (Scott)
 - i. Concern with going with MNA because they wanted to be listed as a sponsor. Will be using Ohio Nursing Association
 - g. Registration → Section Counselor (Roger)
 - i. Roger needs a copy of last years registration form
 - ii. The only thing to change is to use gmail account for registration

- VI. Additional Items from the Group
 - a. Harolyn asked about how the information has been sent out. There are different networks for disseminating to contacts.
 - b. Question about length of time the keynote speaker should speak. Morning speakers are all given 45 minutes.

- VII. Adjournment- Set up next meeting(s)
 - a. Next two meetings have been scheduled. January 12th and 26th