

## Program Committee

**Committee Members:** J. Braun (Chair), B. Blood, B. Coyner, M. Hamilton, D. Leslie, S. Loeb, K. Mabry, D. Odell, M. Revelez, M. Schadler, B. Shaw, C. Thompson, P. A. Zollner.

### **Mission:**

The Program Committee is responsible for the solicitation and acceptance of proposals for symposia and workshops, for advertising the meeting to other scientific societies, for soliciting bids to host meetings, and assisting meeting hosts in preparing for annual meetings. [In 2011, the committee was charged with venue selection, organizing the annual meeting, the solicitation and acceptance of proposals for symposia and workshops, and advertising the meeting to other scientific societies.]

### **Information Items:**

#### **(1) *Sponsors and Exhibitors***

2013—Sponsorship and Exhibitors opportunities and benefits were revised. Sponsors and exhibitors increase support and participation in the annual meeting by businesses, companies, organizations, and agencies. Sponsors and exhibitors continue to indicate that they are very positive about the change in venue for the annual meeting. Some sponsor categories include a discount for 2014 for participation in 2013.

2014—Several businesses and companies have verbally committed for the 2014 meeting. We will continue to develop the sponsor and exhibitor base, and a focus on corporate sponsorship was initiated this year.

Sponsor requests for the 2014 meeting were sent to the following: Bass Pro Shops (\$5,000; 10 student travel awards); Love's (\$2,500; 5 student travel awards); Sonic Corp. (\$5,000; 10 student travel awards for Oklahoma students); Chesapeake Energy (\$5,000; banquet sponsorship); Devon Energy (\$5,000; picnic sponsorship); Boeing (\$5,000; meeting sponsorship); Whitten-Newman Foundation (travel awards for Native American students).

Five Oklahoma craft breweries (Choc Beer Company/Krebs Brewing Company, Redbud Brewing Company, Coop Ale Works, Huebert Brewing Company, and Mustang Brewing Company) will be contacted for in-kind sponsorship.

#### **(2) *Registration***

2013—Registration cost for non-members was increased by at least the cost of membership. New registration rates were created for retirees, guests and spouses, and one-day meeting participation.

Future meetings—The committee is aware that there may be a need to add registration rates for K-12 Professionals and High School Students for future meetings.

#### **(3) *Travel and Lodging***

2013—An email link was added for non-US attendees to request a confirmation letter for visa applications and international attendee travel information was added. The mechanism for finding roommates, which was added in 2012, was used again in 2013.

**(4) Abstract Submissions**

2013—Instructions were provided for submitting revised abstracts. For abstracts submitted by recipients of a previous year's award (22 in this year's program), submitters were requested to add the following statement to the end of their abstract: "This research was supported by a [add award name] awarded to [award recipient] in [add year]." This will not only acknowledge recipients of awards in the program, but will also provide information about meeting attendance of award recipients. An "evite" to send to colleagues to attend the meeting was added to the website as were guidelines for poster presentations and an invitation to deposit presentations with F1000Posters (an open access repository).

2014—The Program Committee and KSU will evaluate the implementation of a Personal Scheduler, which is an easy on-line way to browse events and create your own personal meeting schedule.

**(5) Program Highlights**

2013—Speakers for the capstone symposium, featured speaker, plenary sessions, symposia, workshops, and thematic sessions were highlighted on the meeting website. The following workshops had full registrations: Ecological Niche Modeling, Geometric Morphometrics, and DDIG part II.

**(6) Receptions and Socials**

2013—The Student Mixer was moved to earlier in the meeting to provide students an opportunity to socialize earlier in the meeting. A reception for new members/new attendees hosted by the Membership Committee was added before the Opening Social. The donor reception, hosted by the Development Committee, will be held again before the Pre-banquet Social. The banquet and awards presentation was moved to the last evening, and a banquet program will be distributed to all attendees.

**(7) Auction and Run for Research**

2013—A pdf of the auction item donation receipt was added to the website for use for the 2013 auction.

**(8) Media and Public Relations**

2013—Media and public relations activities were expanded for the meeting in Philadelphia. Press releases were added to the website for access by media sources. An annual meeting Media Policy was revised and a Media Contact/Public Information Officer (President Heske) was designated for the 2013 meeting. The policy was posted on the meeting website.

**(9) Grants**

2013—A tab with information about ASM Grants & Awards was added to the meeting website with a link to the "Grants" page on ASM website.

**(10) Social Networking**

2014—The committee will continue to explore increasing the use of social media for the 2014 meeting in coordination with the Informatics Committee.

**(11) Virtual Meeting**

2014—The committee will continue to explore the use of live stream or post videos of plenary and symposia presentations, including the opportunity for virtual posters—presentations by individuals that are not able to attend the meeting at a special registration rate.

**(12) Planning for Future Meeting Activities**

The committee is working with other committees to plan for symposia, workshops, social events, and activities for future meetings.

**(13) 2012 Meeting Finances**

The 2102 meeting residual totaled \$16,012.17, of which \$1,214.28 is designated for the Future Mammalogists Fund (t-shirt revenue and Run for Research revenue).

The 2012 Auction generated \$6,914 for the Future Mammalogists Fund.

For 2012, fifteen (15) complimentary rooms nights at the Peppermill Resort, Spa and Casino were awarded to student presenters. These rooms were made available through our contract that provided 1 room night per every 40 guest night reservations.

For 2013, no complimentary rooms nights were available after commitments to speakers were honored.

**(14) Meeting Venues for 2014 and 2015:**

2014 – A report on the 2014 meeting in Oklahoma at the Renaissance Hotel and Cox Convention Center will be presented to the membership (Janet Braun). The 2014 meeting website was launched 1 June; additional information will be added as it becomes available.

2015 – Invitations will be presented for hosting the 2015 meeting in the southeastern United States.

2016 – The 2016 annual meeting will be held at a venue in the north-central region.

**Action Items:**

(1) The Program Committee requests approval of the budget requested to support expenses associated with the following symposia and workshops at the 2014 meeting:

Title: ***Professional Interview Strategies: Crafting Your Message (Workshop)***

Organizers: Sue Fairbanks and Melissa Merrick

Requested Budget:	None
AV (added by Program Committee)	\$1000
REQUEST:	\$1000

Title: ***Popular Science Writing (Workshop)***

Organizer: Janet Braun (presented by Angela Botzer, Production Editor, International Editions, for National Geographic Magazine)

Requested Budget:	\$1000
REQUEST:	\$1000

Title: ***Museum Resources in Undergraduate Education (Symposium)***

Organizers: Kayce Bell and Joseph Cook

Requested Budget: None

Title: ***Xenarthrans as Model Species in Mammalogy (Symposium)***

Organizers: Jim Loughry and Mariella Superina

Requested Budget: \$6375

REQUEST: \$6375

Title: **Capstone Speaker (TBD)**

REQUEST: \$1500

**TOTAL REQUEST: \$9875**

(2) The Program Committee requests approval of the budget requested to support expenses associated with **site visits for the selection of future annual meeting venues:**

REQUEST: **\$8000**

(3) The Program Committee requests approval for the budget requested to support the costs associated with **society administrative activities that take place during the annual meeting (e.g., Board of Directors meetings, Members Meeting).**

REQUEST: **\$4000**

(4) The Program Committee requests approval for the use of 2013 meeting residual funds to support expenses associated with the 2014 annual meeting, particularly relating to keeping registration affordable and funding requests for support of meeting activities and speakers submitted after the meeting budget has been finalized.

REQUEST: **\$TBD**

**TOTAL REQUEST: \$21,875**

**Respectfully submitted,**

Janet Braun, Chair

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