Program Committee

Committee Members: K. C. Bell, B. R. Blood, E. Green, J. D. Hanson, L. E. Helgen, S. A. Jansa (2016 Host), J. E. Light, S. C. Loeb, R. A. Long (2017 Co-Host), V. L. Mathis, R. N. Platt, J. L. Rachlow (2017 Co-Host), Z. P. Roehrs, L. A. Ruedas, S. R. Sheffield, W. P. Smith, K. A. Speer, C. W. Thompson (Chair).

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 & Exhibitors*
2016—Jessica Light, Tom Giarla, John Hanson, and Verity Mathis organized sponsor and exhibitor solicitations. One hundred thirty-five businesses, government agencies, museums, and universities were contacted. This resulted in 17 sponsorships (monetary and in-kind) and an anonymous donation. Sponsor solicitation continues to be difficult, providing only a 12.6% success rate. Given the low return rate, it is the recommendation of this Committee to consider establishing long-term relationships with companies that have histories with the Society (e.g., H.B. Sherman, Tomahawk, etc.). Annual corporate sponsorship could provide financial support in exchange for advertising options on the website, in the journal, and at the Annual Meeting. Leadership from the Development Committee would help in this regard.

2017—Solicitation efforts will continue for the Moscow meeting with hopes to retain sponsors. The short version of the 2017 brochure will be distributed to sponsors and exhibitors at the 2016 Annual Meeting along with a thank you letter signed by the Society President. With the help of the local hosts, efforts also will focus on local businesses with university connections.

(2) *Website*
2016—Sharon Jansa assisted with website design. The entire Annual Meeting website was modified to a new WordPress layout. The Annual Meeting website was live by the first week in January, and updates have been provided as needed. The Annual Meeting website also included a Twitter feed of #ASMgopher.

2017—Efforts will be made to have the 2017 Annual Meeting website live by December 2016.

(3) *Registration*
2016—The registration categories and deadlines were modified to simplify the process and to align with the abstract deadline. This resulted in a Regular Registration category that opened

with the Annual Meeting website and ended with the close of abstract submission on 31 March. Late Registration began 1 April and ran through early June. Onsite registration also was available. Registration rates were the lowest since 2010 for regular members and lowest since 2008 for student members. Non-member rates were maintained at roughly twice the cost of Annual Membership to encourage new membership. Presenters also were required to register and pay in full prior to submitting an abstract, which led to a dramatic decrease in dropped presentations (6 compared to 30 in 2015). Although the abstract submission process needs further work, it has enabled K-State to recover funds from dropped registrations.

2017—Registration categories will be modified slightly to match the categories available for Annual Membership (e.g., Developing Country). In addition, the Society Business Office will be utilized for registration, enabling a more streamlined process for payment and abstract submission.

(4) *Travel and Lodging*
2016—Dormitories and meal plans were provided by the University of Minnesota. At the time of this report, 592 room nights were booked at the dormitories, compared to 310 total room nights at the three meeting hotels. As a result, room blocks were dropped or reduced at two of three meeting hotels.

2017—Dormitory space and meal plans are being negotiated with the University of Idaho for meeting participants. Smaller (and fewer) room blocks at area hotels will be available.

(5) *Abstract Submissions*
2016—Steve Sheffield, Brad Blood, and Susan Loeb managed abstract submission and revision. Presenters were asked again to submit a fully formatted abstract, following the guidelines of the *Journal of Mammalogy*. For the most part, abstract submissions went well, but the time lag between payment and confirmation created problems for some. However, because of the streamlined registration and abstract submission process, dropped abstracts were reduced dramatically. Possibly as a result, fewer travel applicants applied this year (61 compared 119 in 2015). In total, 302 abstracts are scheduled for 2016, making this meeting the 7th largest Annual Meeting in Society history.

2017—In an attempt to further simplify registration, payment, and abstract submission, the Society Business Office will organize these processes for the 2017 Annual Meeting. This also will provide greater possibilities in membership recruitment and retention. Also, interest in the printed Abstract Booklet continues to decline (<40, 10% of registered attendees) and removing abstract submissions altogether is being evaluated (e.g., see Evolution meetings). Presentation titles, author lines, and author affiliations could be used to develop the program, reducing the workload and timeline required for abstract review. Alternatively, abstracts could be received but without review and made electronically available only.

(6) *Program*
2016—Sharon Jansa and Steve Sheffield assisted with program organization. The program features two plenary sessions (six student award speakers and three senior award speakers), two symposia, four thematic sessions (all opposed), three meeting workshops (one supported by

iDigBio), two field trips, and two teacher workshops. In addition, a town hall meeting and special seminar were included. Thematic sessions were solicited via abstract submission. Suggested topics were provided as choices to presenters. The free printed program was again offered as an a la carte item during registration. This effort saved nearly $2,500 in registration costs and furthers the Society's efforts to go green. The program was made available online as a PDF and as a mobile app.

2017—Next year's symposia and workshops were solicited and vetted by Neal Platt, Lauren Helgen, and Steve Sheffield. Currently, three symposia and three meeting workshops are being planned. In addition, opposed thematic sessions will be solicited and vetted by the Program Committee to add content to the Annual Meeting. Continued development of a mobile app will occur.

(7) *Receptions & Socials*
2016—Efforts to control the cost of the picnic and closing and awards ceremony (formerly, the banquet) were continued. Prices are $35 and $25, respectively.

2017—Social opportunities are being pursued on and nearby the University of Idaho campus.

(8) *Auction & Run for Research*
2016—Brad Blood, Eric Green, Winston Smith, and Kelly Speer led the solicitation for auction items. Much like the sponsorship solicitation, auction donations are difficult and require substantial time commitment. Sharon Jansa organized the Run for Research course. Verity Mathis, Luis Ruedas, and Sharon's students provided onsite organization for the Run for Research.

2017—Janet Rachlow and Ryan Long (co-hosts) will organize the Run for Research course with support from the Program Committee.

(9) *Media, Social Networking, and Public Relations*
2016—With help from the Informatics Committee, the Society's social media resources (Facebook, Google+, LinkedIn, and Twitter) were used to promote the Annual Meeting. The hashtag, #ASMgopher, was used to create a Twitter feed on the Annual Meeting website. The meeting announcements also were sent directly to the membership through the Society Business Office and Mammal-L. K-State provided photography and video services for Annual Meeting promotion and sharing via web resources.

2017—Streaming presentations are being considered as a possible way to incorporate a broader community into the Annual Meetings. Adobe Connect or other resources could allow for a "Virtual Meeting", which may increase meeting participation and provide for new revenue.

(10) *2017, 2018, and 2019 Meeting Venues*
2017—The 2017 Annual Meeting will be held 20-24 June at the University of Idaho, Moscow. Janet Rachlow will present an update on the meeting to the membership.

2018—One university proposal, without K-State Conference Services, will be presented to the membership for the 2018 Annual Meeting to be held in the northeastern region. The host's conference services will plan the Annual Meeting. No conference center/hotel bids will be presented unless deemed necessary.

2019—The 2019 Annual Meeting will be held at the Smithsonian Museum of Natural History. Conference center/hotel bids will be pursued, as well as university partners for affordable dormitory space.

Action Items:

(1) The Program Committee requests approval of the following budget items, which will support travel and other expenses for workshops, symposia, and capstone speaker at the 2017 Annual Meeting:

WORKSHOP—Applications in Program R (Rachlow)
     REQUEST: **$2,000**
WORKSHOP—Expanding your broader impacts to the K-12 classroom: the dos and don'ts for professional mammalogists (Shaw)
     REQUEST: **$250**

WORKSHOP—How to write a successful NSF Doctoral Dissertation Improvement Grant (Munroe and Merrick)
     REQUEST: **$250**

SYMPOSIUM—Climate change and small mammals: a global perspective (Meserve and Dickman)
     REQUEST: **$6,000**

SYMPOSIUM—Ecophysiology of large body size in a changing climate (Long and Milling)
     REQUEST: **$5,000**

SYMPOSIUM—Metagenomics and mammals – gleaning data on microbes, diet, and parasites from the crappiest samples (Hanson)
     REQUEST: **$5,000**

CAPSTONE SPEAKER—The capstone speaker is to be selected by the Vice President.
     REQUEST: **$2,500**

TOTAL REQUEST: **$21,000**

(2) The Program Committee requests approval of the budget item to support the costs associated with Society Administrative Activities that take place during the Annual Meeting (e.g., Board of Directors meetings, Members Meeting, etc.).
     REQUEST: **$5,000**

(3) The Program Committee requests approval of the budget item to support expenses associated with the 2017 Annual Meeting, particularly relating to keeping registration and social events affordable.

      REQUEST: **$12,000**

(4) The Program Committee requests approval for the use of Annual Meeting residual funds (2012-2015 average) to support expenses associated with the 2017 Annual Meeting, particularly relating to supporting meeting activities and speakers submitted after the meeting budget has been finalized.

      REQUEST: **$6,000**

(5) The Program Committee requests approval of the budget item to support expenses associated with site visits for the selection of future meeting venues.

      REQUEST: **$8,000**

TOTAL REQUEST: **$52,000**

Respectfully submitted,
Cody Thompson, Chair
(cwthomp@umich.edu)