Program Committee

Committee Members: K. Bell, B. Blood, J. Braun (Chair), B. Coyner, M. Hamilton, L. Helgen, S. Loeb, K. Mabry, D. Odell, M. Revelez, M. Schadler, 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) The Chair of the Program Committee, Janet Braun, tendered her resignation as Chair to the ASM officers 15 April 2013, but indicating that she would remain as Chair through the 2014 meeting. President Elect Lacey agreed to manage arrangements for the 2015 meeting as well as the site selection process for the 2016 venue until a new chair has been appointed.

(2) *Sponsors and Exhibitors*
2014—The Sponsorship and Exhibitor brochure was revised for 2014. Sponsorship and exhibition opportunities 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 2015 for participation in 2014. For 2014, 23 individuals, organizations, and businesses provided sponsorship or advertising; several are new for 2014 and several have not attended an ASM meeting in a number of years.

Four museums provided complimentary admission to all meeting participants (Sam Noble Museum and Museum of Osteology) or a limited number of complimentary admissions (Oklahoma History Center and Oklahoma City National Memorial and Museum).

2015—Several businesses and companies have indicated an interest in the 2015 meeting. The committee will continue to develop the sponsor and exhibitor base, and continue to explore acquiring corporate sponsorships. The short version of the 2015 brochure will be distributed to sponsors and exhibitors at this year's meeting along with a thank you letter signed by the ASM President. **Requests for sponsorship and advertising at the 2015 meeting should begin no later than late summer of 2014 as many companies already will be determining their advertising and exhibition schedules**.

(3) *Registration*

2014—Begun in 2013, registration cost for non-members was increased by at least the cost of membership. Registration rates for retirees, guests and spouses, and one-day meeting participation again were offered for 2014.

The committee is aware that there may be a need to add registration rates for Virtual Participants, K-12 Professionals, High School Students, and Developing Country Participants at future meetings.

(4) *Travel and Lodging*
2014—The mechanism for finding roommates, which was added in 2012, was used again in 2014, as was the email link for non-US attendees to request a confirmation letter for visa applications (6 requests).

(5) *Abstract Submissions*
2014—The mechanisms and logistics for submitting abstracts, as well as submitting revisions continues to work smoothly. For abstracts submitted by recipients of a previous year's award (24 in this year's program for the years 2010-2013), submitters again were requested to add an acknowledgment statement to the end of their abstract. This not only acknowledges recipients of awards in the program, but also provides information about meeting attendance of award recipients.

An "evite" to send to colleagues to attend the meeting, guidelines for poster presentations, and an invitation to deposit presentations with F1000Posters (an open access repository) again were made available on the meeting website.

As in the last 2 years, the majority of abstracts are submitted within 72 hours of the deadline and a number are submitted after the deadline.

Brandi Coyner managed abstract submissions, including formatting and revisions. Meredith Hamilton and Brad Blood edited oral presentation and poster abstracts, respectively. Presenter letters were handled by Kayce Bell and Janet Braun.

(6) *Program Highlights*
2014—Speakers for the capstone speaker, plenary sessions, symposia, workshops, and thematic sessions were highlighted on the meeting website. Three workshops, two teacher workshops, and two field trips were offered.

(7) *Receptions and Socials*
2014—The Student Mixer was moved to later in the meeting at the request of the Education and Graduate Student Committee. A reception for new members/new attendees hosted by the Membership Committee will be held before the Opening Social. The donor reception, hosted by the Development Committee, will be held before the Opening Social rather than before the banquet. Invitations to the donor reception were handled by Lauren Helgen. The Banquet and Awards Presentation will be held on the last evening, and a Banquet Program will be distributed to all attendees.

(8) *Auction and Run for Research*
2014—A pdf of the auction item donation receipt was available on the meeting website. Cody Thompson assisted with the solicitation of items for the auction.

(9) *Media and Public Relations*
2014—Media and public relations activities (press releases and blog) were facilitated by the staff of the Sam Noble Museum. Press releases were added to the website for access by media sources. The Annual Meeting Media Policy was revised and a Media Contact/Public Information Officer (President Heske) was designated for the 2014 meeting. The policy was posted on the meeting website.

(10) *Website*
2014—The meeting website was live in fall 2013 with additional information added as it became available. Links from the meeting website to the ASM Grants & Awards and ASM Homepage again were available from the meeting website.

(11) *Social Networking*
2014—The Committee will continue to explore increasing the use of social media for the 2015 meeting in coordination with the Informatics Committee. The Informatics Committee is developing a meeting app for the 2014 meeting based on the meeting program.

(12) *Virtual Meeting*
2015—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.

(13) *Planning for Future Meeting Activities*
The Committee is working with other committees to plan for symposia, workshops, social events, and activities for future meetings.

(14) Meeting Venues for 2014 and 2015:

2015: The 2015 Annual Meeting will be held 12-16 June at the Hyatt Regency Riverfront in Jacksonville, FL. This information is currently posted on the ASM website, with updates to follow as planning progresses. An update on the meeting will be presented to the membership (Eileen Lacey).

2016: Proposals will be presented for the 2016 Annual Meeting, to be held in the north-central region of the US.

2017: The 2017 Annual Meeting will be held in the western region of the US. Persons interested in submitting a proposal to host the 2017 meeting should speak with a member of the Program Committee.

Action Items:

(1) The Program Committee requests approval of the following budget items, which will support workshops and symposia to be held at the 2015 Annual Meeting:

WORKSHOP: Publishing a Peer-reviewed Paper from Start to Finish (Fairbanks and Merrick)

REQUEST: $ 0

SYMPOSIUM: Advanced Tools for Collections-Based Mammalogy (Leslie and Pinto)

REQUEST: $ 4223

SYMPOSIUM: The Last Remaining Caribbean Mammals: Conservation Priorities and the Historical Context of Extinctions in an Island Biodiversity Hotspot (Upham and Lim)

REQUEST: $ 4500

CAPSTONE SPEAKER (TBD)

REQUEST: $ 1500

TOTAL REQUEST: **$10,223**

(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 of 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 of the budget requested to support expenses associated with the 2015 Annual Meeting.

REQUEST: $8000

(5) The Program Committee requests approval for the use of 2014 meeting residual funds to support expenses associated with the 2015 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: $30,223

Respectfully submitted,
Janet Braun, Chair
(jkbraun@ou.edu)