

# MPHA Epi Section

## Conference Call Agenda

January 12, 2010

2:00-3:00

- I. Call To Order
  - *Joyce*
  - *Jennifer*
  - *Roger*
  - *Carla*
  - *Scott*
  - *Fatema*
  - *Diana*
  - *Brian*
  - *Erol*
  
- II. Approval of Minutes
  - *Minutes were posted on the website. They can be e-mailed out as well. (Joyce)*
  - *Inform Scott of any corrections and he can correct the website*
  - *Approval can be postponed until next meeting*
  
- III. Student Orientation/Panels
  - a. Planning dates for upcoming student meetings/events
    - *Nothing planned yet for UM. They have talked about planning an event. The student group may want to meet with someone from the Epi Section about it.*
    - *The MSU Dept of Epi has agreed to put something representing MPHA upcoming materials.*
    - *Brian suggested using Dr. Boulton more in his class to advertise abstract submission and to contact MPHA if students want to talk to practicing Epidemiologists.*
    - *Joyce has yet to contact someone from Wayne State Univ but there is someone on the MPHA board from WSU so Joyce will contact that person.*
  - b. John Snow Award
    - *There has been positive feedback about the award*
  
- IV. 2010 Conference
  - a. Deadline extension
    - *The abstract deadline has been extended*

- *No new abstracts have been submitted*
- *23 abstracts have been submitted*
  - *9 either*
  - *12 poster*
  - *2 oral*

V. Conference Preparation Duties

- a. Logistics → Current Chair (Joyce)
  - *No new updates*
- b. Budget → Treasurer (Fatema)
  - *Currently there is approximately \$7,800 in the budget (this is accounting for the money that is allocated from MDCH and MSU as well as the approximate amount for the food and venue)*
- c. Sponsors → Program Co-Chair (Fatema)
  - *Sponsor letter has been sent out. It will be put on the website.*
- d. Save-the-Date and Agenda → Program Co-Chair (Brian & Joyce)
  - *Save the date has been sent out*
  - *Once the abstract deadline has expired the agenda will be fairly easy to put together*
- e. Abstracts → Section Counselor (Diana)
  - *Joyce asked about whether the abstracts can be grouped into similar subjects.*
  - *There have been many infectious disease ones submitted. Also a few women and children health ones.*
- f. CEU/CME → Section Counselor (Scott)
  - *Scott sent out the form for the continuing credits that needs to be filled out by the planners*
  - *Everyone has gotten it and there are a few left to return*
  - *February 19<sup>th</sup> is the date Scott wants to have the application in by*
- g. Registration → Section Counselor (Roger)
  - *The gmail account will be used for registration.*
  - *We still need to finalize who in Lansing will get the paper copies. It might be Paula Jaeger.*
  - *On form we need to indicate whether the person wants lunch and additionally whether the person needs a vegetarian lunch.*
  - *The form indicates items such as students, MAPPP member, etc*
  - *Walk-ins will still be charged (non-student)*

- *Something going on at MSU the day before (an orientation fair) where students will be encouraged to attend*

VI. Additional Items from the Group

- *Question about assisting presenters with their powerpoint presentation. There was talk about putting together a "tip sheet" for creating presentations.*
- *Diana suggested putting something at the end of the tip sheet with contact information for those who want one of the planners to review their slide*
- *If anyone has something similar to the tip sheet that was discussed send it to Diana*
- *Erol suggested e-mailing the call for abstracts to the 1<sup>st</sup> and 2<sup>nd</sup> year medical students at MSU*
- *Scott is working on updating the general look of the website*
- *Two of the three morning speakers have submitted an abstract/summary of their presentation. The third will be contacted again*

VII. Adjournment- Set up next meeting(s)

- *The next meeting will be on January 26<sup>th</sup>*
- *The meeting after that will be February 9<sup>th</sup>*
- *Generally we will be meeting every two weeks until the conference*