**MPHA Epidemiology Section - Meeting Agenda**

**Tuesday, February 25, 2014**

**3:30 – 4:00 pm**

**Call in Line Information:**Toll Free: 877-366-0711 ~ Access Code: 63903350

1. Call to Order/Roll Call Tiffany/All

Annie, Tiff, Allie, Fatima, Yasi, Mike, Roger, Bryan, Tanya, Susan

1. Approve February 11, 2014 minutes All

approved

1. Publishing in MJPH Roger

Bryan can assist students with publishing – sending an email from student reps to their student groups (in addition to mentoring, this is another offer we can make to students)

(Bryan is new chair for MPHA legislative committee)

1. Hotel block Roger

Holiday Inn Express: in EL, $75/room (gov. rate, offered to all attendees). People would need to book by March 20th.

No shuttle available.

World TB conference March 27th in Lansing, 15-30 people from LHDs going; they have partnered with Quality Suites in Lansing, $80/night and a free shuttle for the TB conference, MPHI asked if they could extend that for our conference also. Is further from the Union, but the free shuttle is good. And if people already staying at the hotel for the TB conference, might be helpful.

Suggestion by Tiff to offer both options, but mindful of not offending Holiday Inn Express. Decision: **offer both**.

Rides for speakers? Speakers not arriving at same time in Detroit anymore. Tiff was going to pick up both and bring back. Tiff will check with the airline to see if can have a better time (so don’t miss dinner). In a.m., how to get to the conference from the hotels – shuttle from the Kellogg Center?

1. Budget/Treasury Update Tiffany/Annie

Annie working on following the documentation trail from MPHA treasurers, to see why our numbers are different now (for the June balance) than we were told they were last summer. Will keep Tiff in formed and put a summary together, she will contact Heidi.

1. Website Tiffany

Please forward any jobs/internships to the page. Will put pictures up of conference after. Asking section members to answer the interview questions and post a “profile” (below).

1. Membership recruitment/Facebook updates/ Interview Questions Allie
	1. Where do you work and what is your job title and role in your organization? How long have you been there?
	2. Can you give us a brief overview of what it is you do in your work?
	3. Where did you attend undergraduate and graduate school? What is your degree?
	4. What made you want to be an Epidemiologist?
	5. What has been the most interesting aspect of your career thus far (could be an interesting case, investigation you were involved with, place you’ve been, etc…)
	6. Is there anything you would have done differently in school or the early stages of your career?
	7. What advice would you give to someone thinking about a career in Epidemiology or Public Health?
2. Mentoring/Students Emailed Questions Allie/Tiffany/Susan

Were 3 students – 2 job seeking, 1 new in program; hopefully they will come to the conference and network.

1. Sponsor Update Tiff/Annie/Roger/Tanya

Sponsors were discussed

1. **2014 Conference Planning** Tiffany/All
	1. Date and Location – MSU Union: 3/28/2014!!
	2. Save The Date – sent out
	3. Catering – update

250-260 lunches: 100 turkey/sourdough, 30 beef, 60 pork, 40 tuna wraps, 40 roasted veggie wraps.

Put it on the registration form:for estimates, note that they are not promised to get that sandwich)

“Because people may have dietary or religious restrictions for lunch selection, please indicate your preference for lunch so that we can best estimate counts. Note that you may not get the meal that you have selected on this form, but this information will help us estimate counts for each.” (then list the sandwich choices)

 “If other dietary restrictions, please contact us and we will see what we can arrange”

* 1. Abstracts update Niki
		1. Publish abstracts – can we ask those that submitted posters if they would be okay to have their abstracts published; Could we ask oral presenters if they are okay with having their slide sets published after the conference?
	2. Speakers Tiff
		1. KEYNOTE: International CONCORD Study on Cancers
		2. Plenary: Dr. Shumate on the University Meningitis Outbreak
		3. Plenary: Dr. Margerison-Zilko on Social Epidemiology
	3. Post-conference functions Tiff

MSU Epi, MPHA

* 1. Webcast?? Lake Superior room?
	2. Hotel block?
	3. Concern about Ballroom setup
		1. Thoughts about volunteers helping to get back seated?
1. Action Items Tiff
	1. Career roundtable members

Lisa Sturm (IC Director, U of M & APIC GL president), Marcia Knol (Ottawa epi), Betsy Wasilevich (academia & BCBS), 2N Regional Epi will be asked too. Joyce Lai will moderate. Someone from the state labs?

* 1. Conference tasks

Registration: Suzanne, Shurooq

PM Moderators: Allie, Roger, Susan, Bethany

Timekeepers for Moderators that request it (student interns?)

Poster Judging: Roger, Susan, Annie, Niki, Allie, Bryan, Suzanne, Bethany, Yasi

Photojournalist: afternoon still needed

Mugs:

Visit the sponsors: whenever you are not doing something else

* 1. Sponsorship
	2. **Bio-forms/conflict of interest forms for CEUs** Bethany
1. Additional Items from the group All
2. Next Meetings:

 **March 11, 3:30-4:30PM**

**March 25, 3:00-4:00PM**