



Committee Call Notes

Scientist Mentoring & Diversity Program for Medical Technology (SMDP MedTech) Outreach & Planning Committee

Conference Call

Wednesday, May 6, 2020

2:00PM Eastern / 11:00 AM Pacific

Conference Line: 712 775-7100

Access Code: 1071934#

The following Committee members were in attendance:

- Collen Albright, Millipore Sigma
- Fernando Cruz-Guilloty, Amgen
- Orlando Guillory - Edwards Lifesciences
- Erin Leahy, AdvaMed
- Scott May, ICPD
- Nur Mustafa, Johnson & Johnson Medical Devices
- Alison Keefe, Smith & Nephew
- Angela Reeves, Ph.D., Abbott Diagnostics
- Dustielyn Savage, ICPD
- Medha Shanbhag, Johnson & Johnson Medical Devices
- Elisabeth Valerio, ICPD

Welcome & introductions: BOLD ITEMS WILL BE COVERED DURING THE CALL. For a more in-depth briefing contact Scott May at smay@icpdprograms.org or +1(202) 441-7370

Scott May welcomed the committee members to the Scientist Mentoring and Diversity Program for Medical Technology (SMDP MedTech) Outreach & Planning Committee call. Scott mentioned the agenda was sent via email. Scott reminded the committee members they could locate the agenda, past meeting notes and supporting documents for the meeting on the website www.icpdprograms.org, select "Committees" from the "Select an ICPD site" drop-down menu at the top right side of the page. Scott then invited everyone on the call to introduce themselves. Scott reviewed the agenda for the meeting.

Planning the 2020 SMDP MedTech, October 3-7 in Toronto Canada

- Contingency plan for the training session and virtual programming - **In the event we are unable to safely conduct the October training session in-person, then ICPD will conduct the training program virtually, following a similar schedule as the in-person training, and we will invite the scholars (and mentors, optionally) to attend the MedTech Conference, December 27-29, 2021 in Minneapolis. ICPD will decide whether to conduct the program in-person or virtually by July 15. In either case, the year-long virtual mentoring program will begin October 2020 and end September 2021, as originally scheduled.**

Scott explained that in the event we are unable to safely conduct the October training session in-person, ICPD will conduct the training session virtually. The training session will follow a similar schedule as the in-person training. The scholars and mentors will be invited to attend the



MedTech Conference 2021 in Minneapolis. The ICPD team has been looking very carefully at the training program that is scheduled for Toronto and working on mapping out how the virtual program will work successfully. The virtual program will use audio and video technology so that the attendees can have synchronous participation. We are confident that we can preserve the agenda and retain the interactivity with the program for both students and mentors. The virtual one-on-one mentoring will not change and will start October 2020 and go until September 2021, as scheduled.

- **Scholar Recruitment - ICPD is accepting applications until May 15 for SMDP Biotech and SMDP MedTech; an extension was offered to accommodate challenges students faced with obtaining recommendation letters; send names of selection committee members to Elisabeth Valerio at evalerio@icpdprograms.org by May 15; the selection committee will review applications June 1- June 15; leadership added as a dimension for application reviewers; scholar orientation call is scheduled for September 10, 2-2:45 pm edt; recruitment for more Native American and Pacific Islander students**
Scott noted the application deadline was April 3. We had a great response and many applications were submitted, but as we approached the deadline we learned from students they were having difficulty obtaining the necessary letters of recommendation due to university closures. To accommodate those students, we have extended the deadline until May 15. Scott asked that any recommendations for the selection committee be sent to Elisabeth by May 15. The selection committee will be reviewing applications June 1–15. The cohort will be confirmed by the end of June.

Medha asked if there would be a demo of the selection process for new members of the selection committee. Elisabeth answered that over the past several years we have developed a selection tool on the SMDP portal. All selection committee members will have a login to the SMDP portal as well as special user privileges that gives them access to each applicant's materials. The ICPD team screens the candidates first and removes those who do not meet the quantitative criteria. All selection committee members will receive an email with very clear instructions on how to review and score each of the applicants. Elisabeth added that she is also available to give a demo of the selection process on the website.

- **Mentors - notify Scott May of mentor selection by August 14; new mentor primer; mentor orientation call is scheduled for September 10, 3-3:45 pm edt;**
The deadline to notify Scott of mentors for the SMDP MedTech program is August 14. ICPD welcomes sponsors to submit mentor names before the deadline. Scott thanked the sponsor companies that have already submitted their mentors. In addition to the mentor orientation call, the mentors will also be receiving a mentor primer around the end of August.
- **Program Agenda, Speaker needs - recommend speakers to Elisabeth Valerio by August 14; target dates, speaker needs, and draft agenda posted on the committee page**
Elisabeth reminded everyone that the speaker needs are posted the committee page. She reiterated that it is never too early to submit a speaker suggestion. There a few panels as well as the keynote speaker for the Celebration of Mentoring & Diversity reception that are still needed.



- **Celebration of Mentoring and Diversity Reception - seeking keynote speaker and a Master of Ceremonies; send recommendations to Elisabeth Valerio by July 17**
Any recommendations for Keynote Speaker and a Master of Ceremonies should be sent to Elisabeth Valerio by July 17.
- **Meeting venues and site visit - seeking meeting space for Sunday, October 3 and the morning of October 4; seek site visit and lunch host for the afternoon of October 4; contact Scott May to discuss this**
Any companies that are interested in hosting the training or site visit in Toronto should contact Scott May to discuss further. The site visit would be a lunch followed by an orientation of what is done at that site. The site visit is only for scholars and would not include mentors, except those from the same company.
- **The MedTech Conference - email Scott May by August 14 for possible pop-up meetings**
Scott requested anyone who would like to assist in scheduling a pop-up meeting with their senior executives at The MedTech Conference to send him an email.

Erin Leahy explained that they are looking at contingency plans as well. One of their options is a hybrid event for which some of the program would be presented online. They are also anticipating a possible scenario in which the event would be 100 percent virtual.

Partner Support:

- **2020 Sponsorship - 25 scholar/mentor pairs have been sponsored; additional sponsorships available until June 15; GSK has joined SMDP Biotech as a Partner Sponsor; contact Scott May to sponsor scholar/mentor pairs**
There are currently 25 sponsored scholar/mentor pairs. ICPD can accept additional sponsorships until June 15. Scott announced that GSK has joined SMDP Biotech as a Partner Sponsor.
- **ICPD is directly "sponsoring" the engagement of 3 emerging companies in the 2020 program**
- **Sponsorship page on www.icpdprograms.org**
- **Support for talent acquisition staff at sponsor companies - ICPD soliciting more job opportunities from sponsors and mentors (post job opportunities directly on portal or email them to jobs@icpdprograms.org)**
Scott encouraged the committee members to post jobs on the portal. Members are able to post them themselves or they can send the job posting to jobs@icpdprograms.org and ICPD will post for them.
- **Outreach & Planning Committee –seeking names of new members; send nominee names to Scott May**

Current programming:

- **Webinars - The April 15 webinar about interview skills presented by Janssen Pharmaceuticals was excellent and well received; the next webinar will be about how to best present oneself in a professional setting in June and will be presented by Janssen Pharmaceuticals, additional dates available are October 16 and December 11, but dates can be shifted and additional webinars can be added**
Scott shared that the April 15 webinar, the second of a three-part series, was excellent and well-received. The final webinar in that series will be held sometime in June.
- **Virtual support for the Scholars - Update on "Mentoring Moments"; ICPD posts relevant sponsor news in the header of the email summary, smart phone app for the portal; portal usability**
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for career development purposes; tracking of user activity on the jobs section, polling scholars about when they complete their degrees and current work

Elisabeth reminded the committee we are now sharing online content so the scholars can stay engaged during their mentorships. "Monthly Mentoring Moments" are being shared with the scholars and they are available more broadly beyond the cohort. In the future anyone who visits the website will be able to access this content.

- **Scholar Updates**

Dustie provided updates on the following scholars: Amaris Torres Delgado from SMDP Biotech 2012 has been employed as a Process Development Scientist at Amgen; Richard Youngblood from SMDP Biotech 2017 has accepted a position as a Scientist in Cell Therapy Process Development at Johnson & Johnson; and Ngoni Madungwe Ph.D., from SMDP Biotech 2019 is working at Amgen as a Process Development Scientist.

- **Sponsor Updates**

- **SMDP related announcements**
- **Diversity and Inclusion activities**

2020 SMDP Biotech has been moved to September 19-23 in Raleigh, NC

Scott informed the committee that the 2020 SMDP Biotech has been rescheduled to September 19-23 in Raleigh, NC.

Update on Gallus and ELISA- online tours and briefings available by contacting Elisabeth Valerio

This will be discussed at the next meeting

Other & Action Items:

Scott thanked everyone for their participation and reminded the committee the next call will be Wednesday, July 8, 2020 at 2pm EST. Elisabeth also thanked the committee for their support and reminded them that this is the 20th anniversary year for SMDP.

Upcoming Calls:

Wednesday, July 8, 2020, 2:00 PM Eastern / 11:00 AM Pacific
Wednesday, September 9, 2020, 2:00 PM Eastern / 11:00 AM Pacific
Wednesday, November 11, 2020, 2:00 PM Eastern / 11:00 AM Pacific