



Committee Call Notes

Scientist Mentoring & Diversity Program for Biotechnology (SMDP Biotech)

Outreach & Planning Committee

Conference Call

Tuesday, January 12, 2016

2:00PM Eastern / 11:00 AM Pacific

Conference Line: 712 775-7100

Access Code: 1071934#

The following Committee members were in attendance:

- Hugo Caicedo, Janssen Pharmaceuticals
- Elisabeth Freeman, ICPD
- Scott May, ICPD
- Jennifer McGehee, Janssen Pharmaceutical
- Roberto Monseratte, Amgen Manufacturing Limited
- Charlene Rincon, Amgen
- Dustielyn Savage, ICPD

Welcome remarks & introductions:

Scott May welcomed everyone to the kick-off call for the 2016 SMDP Biotech Outreach & Planning Committee meeting. Scott then invited everyone on the call to introduce themselves. Scott reviewed the agenda for the meeting and reminded everyone that the supporting documents are on the committee page on the ICPD website (icpdprograms.org), under the drop down menu. Scott thanked everyone for being the "brain trust" for SMDP. He explained that ICPD relies heavily on the guidance of the committee and that both he and Elisabeth are available anytime to discuss the program.

Current programming:

- Webinar schedule and topics
ICPD is currently finalizing dates for upcoming webinars. Webinars have been offered to continue the professional development the current scholars as well as the alumni. Last year we began inviting our sponsor companies to lead the webinars. Those were very well received by the scholars. We averaged about 25 attendees for each call. Scott thanked everyone for their help with webinars and asked the committee to think about ways their companies may want to be involved with the webinars in 2016. He encouraged the committee to look at the webinar topics that are available on the committee page. Scott explained that ICPD manages all of the logistics for the webinars and that the sponsor companies only need to provide speakers and slides.



- Online Resources for SMDP Alumni
Scott informed everyone that we have made changes to the online portal and invited Elisabeth to explain how we have added online resources. Elisabeth shared that in the training sessions we cover so much information but it always seems like we don't have enough time to go over everything so we have created online resources that are accessible to all SMDP alumni. We gather information from speakers as well as ICPD training resources. This past year we were also able to work with sponsor companies to post job opportunities on the SMDP Portal. We would like to continue to enhance the available information in order to increase the engagement of our alumni. Charlene asked who is contributing this information. Elisabeth answered that it has been a variety of individuals from the SMDP sponsor companies. It could be someone in HR posting a job opportunity or anyone who has something specific they want to share. Our hope is that in the near future the committee will be able to login and post their content directly.
- End-of-year reunion call for last year's cohort
ICPD will host a reunion call for the prior year participants. Scott let everyone know this is a new event that will be a virtual conference call. The date of the call will be announced.

Planning the 2016 Training Session

- Scholar Recruitment
Scott stated that we had 24 scholars at last year's program. He mentioned that Dustie is in regular contact with the scholars to make sure they stay on track with their Personal Mentoring Plan (PMP). The upcoming program will be June 4-9 in San Francisco. The application is live online on the ICPD website. The sponsor companies have been very helpful with contacts at universities. Charlene asked if Amgen had given contacts and Scott acknowledged that yes we have integrated those contacts into our database. Elisabeth added that if anyone has specific contacts that ICPD would welcome that information. Charlene mentioned she would get that information to Scott and Elisabeth to ensure the proper outreach was taking place.
- Mentor Recruitment
The sponsor companies are tasked with identifying who the mentors will be. The sponsor companies are already starting to think of who they would like to participate as mentors. Elisabeth asked everyone on the call to review the list of target dates on the committee page. Mentors should be selected by the end of April so mentors have time to schedule their travel.

Hugo asked if Scott was ready to comment on the offline efforts that were initiated with the Chief of the BioMedical Engineer Society. Scott shared that Hugo has introduced us to a board member that heads up the diversity program of the BMES. They are interested in possibly sponsoring some scholars. Scott thanked Hugo for that introduction.



- Program Agenda, Venues, Speakers
We are starting to gather information for the upcoming program. There will be an update on these items at the next committee meeting. Elisabeth asked everyone to start thinking about contacts who are in the San Francisco area to attend the opening reception or for speaker needs.
- Site Visit
There have been early discussions with Amgen to have the scholars tour the San Francisco site. Charlene informed Scott that they will be having a meeting in the next week and she will be able to provide more information on that next time. She added that she is more concerned with the scholar recruitment at this point.
- Scholar Activities During the biotechnology conference
Scott mentioned this is a standing invitation to the committee if they know of any activities that the scholars should know about during the biotechnology.

Partner Support

- Engaging current SMDP Scholars and alumni at the Sponsor companies
Scott would like to have on a future call an agenda item where a representative from a sponsor company discusses successes of engaging the scholars.
- Support for talent acquisition staff
Scott reminded everyone that we are available to give an orientation to the portal for any talent acquisition staff.
- Development & Sponsorship
Scott informed everyone that we are up to speed on firming up sponsorships from the companies. Scott asked the committee members to contact him if they know of any other companies that may wish to get involved in the program.

Other & Action Items:

Scott asked if anyone had anything they wanted to add. Scott thanked everyone for their continued support and input. Scott encouraged everyone look at the webinar list. Scott let Charlene know he will set up a time for a meeting to discuss their university contacts.