

**EACH: Executive Committee and Summer Event Planning
Committee Conference Call**

MINUTES

3rd March 2015

Present:

Jonathan Silverman	EACH President
Myriam Deveugele	EACH Past President
Gerry Humphris	r-EACH Chair
Marcy Rosenbaum	t-EACH Chair
Victoria Armstrong	SAS Event Management

Administration:

Rachel Easterbrook	SAS Event Management
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The main purpose of this meeting was to discuss and hopefully decide on the workshops that would be taking place at the Summer Event at Regents University in August 2015.

	Subject	Action
1	Apologies Evelyn van Weel-Baumgarten, Sandra Winterburn and Karolien Aelbrecht of EACH. Stephne Graham of SAS Event Management.	
2.	Key criteria agreed in the following order: 1) Interactivity 2) Topic (some new) 3) Presenter/process Aim: experiential workshops with attendees to go away with skills and not just knowledge.	EACH
3.	Presenters will be from within Europe with one presenter from the USA on this occasion. 1 or 2 workshops should be presented by a well known presenter to attract bookings.	EACH
4.	rEACH workshops agreed were: 1) VR-Codes Training. 2) RIAS Training. 4) Communication teaching research methods. 5) Mixed Methods - to be chosen only if Mary Catherine Beach and Debra Roter are willing to split the reimbursement. 6) Writing a scientific paper. 7) PLA techniques. Reserve: 8) Qualitative clinical communication research - to be incorporated if only	GH

	Subject	Action
	<p>one USA workshop is incorporated as below.</p> <p>Gerry to communicate with USA presenters (Mary Catherine Beach and Debra Roter) - see if they will agree to splitting the reimbursement between the two of them. And finalise list.</p>	
5.	<p>tEACH workshops agreed were:</p> <ul style="list-style-type: none"> • Working with (and without) simulated patients. • Teaching communication with migrants and interpreters. • Experiential teaching end of life care. • Approaches to faculty development in communication skills • Shared decision making. • Formal clinical communication teaching. • Work place based communication skills learning. <p>Marcy to write final agreed workshop list, mix of presenters and short write up re the aims of the workshops to be used when advertising.</p>	MR
6.	Progress report from Marcy and Gerry by 17th March.	MR/GH
7.	Final agreed workshop plan to be completed by the end of March.	MR/GH
8.	If less than 100 delegates sign up, the event will be cancelled. SAS will consider adding a suitable precautionary note to the booking site.	SAS
Notes:	<p>Any workshop leaders that want to attend (outside of the 12) should book as delegates - all agreed.</p> <p>Jonathan said they would be keen on sponsors as long as they were not from the pharmaceutical industry.</p> <p>VA raised concern regarding budgets/cost if more than the 80% estimate booked under the discounted EACH member rate and therefore making a loss.</p> <p>JS and VA considered taking more than 180 delegates if booking was popular however this would mean booking more rooms. Both JS and VA agreed to keep a regular eye on the bookings and discuss nearer the time.</p> <p>All agreed that JS, MD and EW-B could discuss the issue of a president from outside the EU in the car on the way to the steering committee meeting in Ghent. Marcy wanted her comments (as emailed) to be considered in the conversation.</p>	