

<b>Reported by (Name):</b>	Wesley Culberson
<b>Organization:</b>	University of Wisconsin – Madison
<b>Position Title:</b>	Assistant Professor Research Director of the UWMRRC
<b>Activity:</b>	Council on Ionizing Radiation Measurements and Standards (CIRMS) Executive planning retreat
<b>Meeting Dates:</b>	August 24, 2018
<b>Meeting Location:</b>	Elmira, NY
<b>Payment \$:</b>	(see below)
<b>Reasons for Attending or not Attending</b>	I am a technical expert on radiation dosimetry representing the interests and needs of the AAPM.
<b>Issues from Previous Meetings or Year:</b>	A number of radiation dosimetry standards were discussed at the previous annual meeting at NIST in Spring, 2018. The outstanding issues for planning are detailed in the attached meeting agenda.
<b>General Description of Activities of the Organization and/or Meeting:</b>	CIRMS is a mutli-disciplinary non-profit organization which seeks to elevate the needs of all aspects in the field of ionizing radiation, drawing on the experience and knowledge of industry, academia, and government professionals. Through this collaborative group, the needs of our field are distributed to government agencies and potential funding sources. The agenda of the meeting I just attended is attached to this report.
<b>Issues for AAPM:</b>	CIRMS will be working with congress in upcoming years to present the needs for standardized dosimetry particularly in areas of radiation biology that affects radiation therapy research. Also are the needs for more accurate radiation dosimetry in small fields, MRI environments, targeted radionuclide therapy, and particle therapies.
<b>Budget Request (\$):</b>	Total reimbursement request for the 2016 planning meeting = \$799.44



**Meeting minutes for August 24, 2018 EXCOM Planning Meeting  
7:30 AM Eastern Time**

1. Discussion of meeting format for April 2019 Annual meeting (Reference google doc)
  - a. Adding summary slides for posters/poster blitz (determine a poster review committee)
    - We decided that we do like the idea of 1-minute poster blitz on Monday morning followed by a poster viewing session. We talked about how we can have the winning abstracts just give a 10-minute presentation and then leave it up to them as to whether they want to bring a poster. Either way, we will not have the abstract winners give two presentations.
    - Discussion on plenary panel. Would be nice to have a theme this year, since it felt a little disjointed last year.
    - since we won't be providing breakfast, we decided to truncate the registration to 30 minutes and start the morning session a little earlier.
    - Ronnie recently spoke with NIST catering and it's only \$2.50 or so per person for a coffee break. Final numbers are needed the week before.
    - Nobody seems to have a problem with skipping breakfast in the morning.
  - b. Student abstract review and rubric improvements (see attachment), and important dates
    - up to this point there have been ratings of 1-3 for a three categories.
    - Wes volunteered to create templates for both the Abstracts and Student Essays.
    - A motion was made to change student award to "junior investigator award", which was unanimously approved.
    - We also discussed student vs post doc, etc. Probably best to just limit to being a student at the time of submission. Suggested wording "any academic from high school through a post graduate degree (or within 1 year following)"
    - New rubrik proposed for scoring with 8 categories instead of 3. We proposed changing "debate" to "conversation"
    - New rubrik will allow for a larger range of scores.
    - Wes created a couple of templates for the essay and the abstract submission

2. The search for Plenary speakers
  - a. Suggestions corresponding to meeting theme, “Strengthening the Economy and Homeland Security with Radiation Measurements and Standards”
    - we discussed many possible plenary speakers. A couple have been confirmed. A few have been contacted. We’ll leave one open plenary spot as meeting planning progresses.
  - b. Keep panel discussion for Wednesday?
    - Would be nice to have a theme this year, since it felt a little disjointed last year. We discussed having a plenary on the blood irradiator replacement projects from NRC. Plenary speakers could include economic incentive speakers, need for regulations, and dosimetry

10:00 – 10:15 am Break

10:15 – 12:00 pm

3. Caswell award policy update – Kim
  - Kim was not at the planning meeting today. His HW is to create new Caswell policies.
  - a. Date for sending notification to Caswell awardees
4. Finding a new student representative – this needs an owner
  - Wes will solicit at UW and MD Anderson
5. Important dates
  - a. Announcements (changes to formats and content and deadlines)
    - updated on Google doc
  - b. Registration (open/close)
  - c. Hotel rooms blocking
    - regina confirmed with hotel that there is a shuttle
  - d. Program agenda preliminary and final
    - we’ve made good progress
  - e. Sponsorships and ads for program
    - website needs to be updated by Renata with removal of sentence stating that you must be a member to attend CIRMS

12:00 pm – 1:00 pm Lunch (at hotel restaurant)

1:00 pm - 3:30 pm

6. Structure of breakout sessions; format/abstract uniformity
  - we created a template
  - do we need uniformity across breakout sessions
7. Social event suggestions
  - a. Register for separately if no sponsor (logistics)
    - we will likely just do Dogfish and list as an expected price of \$15.
  - b. Options (use local Hilton bus for transport to/from if no bus?)
    - i. Pour House can accommodate 30 standing cocktail; located near the Rio (min. \$35 pp)
    - ii. Dogfish “good for groups” across from NIST email sent on 8/6/1