SBER Planning Committee Mission: Develop the plenary, breakout, and networking sessions for the SBER Conference, develop the plenary and SBER breakout sessions for the PRIM&R Annual Conference.

Committee members are responsible for:
1. **Attending weekly conference calls:** Members are required to attend at least 75 percent of the 90-minute planning calls that take place between February and May. At times, the committee will meet bi-weekly to allow time to complete work offline.

2. **Determining plenary session topics/developing content:**
   - Members brainstorm topics for two SBER23 plenary session slots, as well as plenary topics for PRIMR23.
   - Plenary sessions are part of the *Thought Leader Series*—topics presented are on a high-level concepts in research, oversight, challenging and/or timely ethical issues, and are meant to stimulate thinking beyond process and procedural matters. Formats include a traditional three-person panel, a moderated discussion, or a debate.
   - Once topics are confirmed, the committee develops a title, descriptor, and three learning objectives, and recommends a moderator and speakers.

3. **Creating the breakout sessions for SBER23 and PRIMR23:**
   - Using a set of thematic tracks, committee members will create breakout and networking sessions that fall into following session types:
     - **Deep Dive Series:** Sessions will provide attendees with an in-depth exploration of a timely and challenging topic in research ethics and oversight. One or more speakers will give presentations on various topics and time will be devoted at the end for questions.
     - **Learning Lab Series:** Sessions are focused on brainstorming new solutions/approaches, problem solving challenging issues, and/or knowledge-sharing on a particular topic. Sessions will include a mix of speaker presentations and interaction among attendees.
     - **Networking Series:** Sessions are intended to facilitate networking and dialogue among attendees on the challenges and opportunities associated with a particular topic or professional role. Conversations will be structured and moderated by a facilitator, but sessions will emphasize interaction and participation.
   - Planning committee members will develop the following for each session:
     - Title
     - Two to three sentence descriptor
     - Three learning objectives
     - Speaker recommendations
     - At least 25% of the content developed by the committees must come from the Call for Sessions Proposals (if possible).
   - In addition to their own expertise, committee members will be provided with the following to assist in planning content:
     - Prior year agenda topics and evaluation data
     - Call for Session Proposals (ideas submitted from our community)
     - Ideas cut from prior year agendas

4. **Finalizing speakers:**
   - Committee members will recommend speakers, but PRIM&R will make the final placements. This information will be sent to the SBER PC for their review before invitations are sent. Two to three speakers will be invited per session. PRIM&R aims to include new faces and perspectives.
   - The PRIM&R staff will send out speaker invitations. Please do not contact any speakers and invite them! If speakers decline our invitation, we will move to the alternates not placed and/or contact the track developers for alternate recommendations.