



U.S. National Library of Medicine
National Network of Libraries of Medicine

The NNLM Summit
March 4-5, 2019
Program Guide

Location

University of Maryland, Baltimore (UMB)

[SMC Campus Center](#) | 621 West Lombard Street, Baltimore, MD 21201

[Health Sciences and Human Services Library \(HS/HSL\)](#) | 601 West Lombard Street, Baltimore, MD 21201

The SMC Campus Center and HS/HSL are connected on the first floor.

Summit Goals

The goals of the NNLM Summit are:

1. Get a shared understanding of key messages from NLM (cultural humility, human subject research, etc.)
2. Strengthen relationships among NNLM staff
3. Improve network operations

Planning Committee Members

The Summit is hosted by UMB home to the NNLM SEA and NNLM DOCLINE Coordination Office.

MAR & NWSO: Hannah Sinemus	PNR: Carolyn Martin	NNCO: Amanda Wilson, Franda Liu, Renee Bougard, Nichelle Midon
MCR: Christina Pryor	PSR: Nora Franco	NDCO: Erin Latta
NTO: Jessi Van Der Volgen	SCR: Lisa Smith	NPHCO: Javier Crespo
NER: Margot Malachowski	SEA: Tony Nguyen	

Security

You will need to bring a photo ID to get through security in both the library and campus center. A driver's license is acceptable.

Using UMB WiFi | Internet Access

If your institution uses eduroam, you should be able to access that with your institution's eduroam account. If not, please select UMB Guest and enter your e-mail address.

Hotels

UMB has [preferred rates for hotels](#) within walking distance. You **must** ask for the **UM Preferred Rates** when making your reservations. Additionally, you will need to use a personal credit card to reserve a room.

Airport

The nearest airport to Baltimore, MD is Baltimore-Washington International (BWI).

Transportation

- Public transportation via the [Baltimore Light Rail](#) from BWI to Downtown Baltimore: The downtown stop is "Convention Center" although you can also take the "University Center - Baltimore Street" exit as well. The cost to ride the [light rail one way](#) is \$1.80. Weekend hours via the Light Rail may be limited. Travel time to and from the airport via the Light Rail is close to one hour.
- [Super Shuttle](#) is available to and from BWI. The cost may vary but could be \$15-40 depending on the type of reservation.
- Taxis/Cabs are available at BWI on the lower level outside of baggage claim. The cost is generally around \$45/ride.
- If you use Uber or Lyft from the airport the cost is approximately \$25 each way. Rideshare pick up is typically on the upper level of BWI (Check-In/Arrivals) through doors 10-12.

Activities

Please provide feedback to the following questions at the Summit or via Padlet links provided:

1. What should be in an on-boarding package?
<http://bit.ly/nnlmonboard>
2. What do you need to support your ongoing learning as an NNLM Staff member?
<http://bit.ly/NNLMSuccess>

Share your thoughts on boards outside the Elm Ballroom on Day 1 or Gladhill Board Room on Day 2 during breaks or via the Padlet links provided.

NNLM Summit Agenda

Day 1: Monday, March 04, 2019

When	What	Who	Where
8:30 – 8:45	Opening Remarks	Lead: MJ Tooley Attend: All	SMC Campus Center Elm Ballroom A
8:45 – 9:15	Setting the Stage	Lead: NNCO Attend: All	SMC Campus Center Elm Ballroom A
9:15 – 10:45	Cultural Humility and Responsiveness in Our Work	Lead: Isabel Rambob Attend: All	SMC Campus Center Elm Ballroom A
10:45 – 11:00	Break		
11:00 – 11:30	Human Subjects Training	Lead: Alan VanBiervliet Attend: All	SMC Campus Center Elm Ballroom A
11:30 – 12:45	Lunch (On Your Own)		
12:45 – 1:15	NLM Priorities	Lead: Patti Brennan Attend: All	SMC Campus Center Elm Ballroom A
1:15 – 2:30	Enhancing Collaboration	Lead: Tyler Smith Attend: All	SMC Campus Center Elm Ballroom A
2:30 – 2:45	Break		
2:45 – 3:45	Communications	Lead: Tyler Smith Attend All	SMC Campus Center Elm Ballroom A
3:45 – 4:00	Break		
4:00 – 5:00	Breakouts 1 (60 Min)	See Breakout Sessions	See Room Assignments
5:00 – 6:00	Reception	Attend: All	Health Sciences and Human Services Library Gladhill Board Room

NNLM Summit Agenda
Day 2: Tuesday, March 05, 2019

When	What	Who	Where
9:00 – 10:00	Breakouts 2 (60 Min)	See Breakout Sessions	See Room Assignments
10:00 – 10:15	Break		
10:15 – 11:15	Breakouts 3 (60 Min)	See Breakout Sessions	See Room Assignments
11:15 – 11:30	Break		
11:30 – 12:15	Ask NNCO	Lead: NNCO Attend: All	Health Sciences and Human Services Library Gladhill Board Room
12:15 – 1:00	Recap Take Aways Next Actions	Lead: NNCO Attend: All	Health Sciences and Human Services Library Gladhill Board Room

NNLM Summit Agenda

Breakout Session: Monday, March 4, 2019

	Breakout Session 1 - 4:00 – 5:00
SMC Campus Center	
Elm Ballroom A - 2 nd Floor (126)	You and the New NTO: Easing your pain (Lead: NTO)
Meeting Room 353 (18)	Communications with NLM (Lead: Rex Robison, NLM/MMS)
Health Sciences and Human Services Library	
Collaborative Learning Room – LL02 (40)	Importance of Cultural Humility in Evaluation (Lead: Ron Buie, NEO)
LL05 – Computer Lab (26)	EFTS (Lead: Erin Latta, NDCO)
Family Room – Room 131 (14)	Quiet Room /Ad-hoc Meetings
321 –(15) - Smartboard	Effective Difficult Conversations: An essential competency for life and leadership (Lead: Catherine Soehner, MCR)

NNLM Summit Agenda

Breakout Sessions: Tuesday, March 5, 2019

	Breakout Session 2 - 9:00 – 10:00	Breakout Session 3 - 10:15 – 11:15
SMC Campus Center		
Green Room 115 (15)	Program Committee (Liz Kiscaden, GMR)	Steering Committee (Lead: Catherine Soehner, MCR)
Meeting Room 203 (22)	Integrating <i>All of Us</i> into Consumer Health Core Actions (Lead: George Griffith Strawley)	Public Libraries & Community Engagement (Lead: Catherine Martin, NER)
Meeting Room 353 (18)	Effective Difficult Conversations: An essential competency for life and leadership (Lead: Catherine Soehner, MCR)	Data Dashboard Community of Practice Design (Lead: Emily Patridge, NEO/PNR)
Health Sciences and Human Services Library		
Collaborative Learning Room – LL02 (40)	Data Science & RDM Working Group (Lead: Mary Piorun, NER)	Wikipedia Edit-a-thon Working Group (Lead: Franda Liu, NNCO)
LL03 – Computer Lab (18)		NNLM <i>All of Us</i> CEC-EC-TEC Evaluation Team (Lead: Renee Bougard, NNCO)
LL05 – Computer Lab (26)	NLM Products: PubMed Labs (Lead: Marie Collins, NCBI)	NLM Products: PubMed Labs (Lead: Marie Collins, NCBI)
Family Room – Room 131 (14)	Quiet Room /Ad-hoc Meetings	Quiet Room /Ad-hoc Meetings
Gladhill Board Room – Room 505 (60)	New Data Collection Portal /National Activity Tracker Workshop (Lead: Renee Bougard, NNCO & John LaDue, NWSO)	Membership Working Group (Lead: Martha Meacham, NER)

Remote Summit Viewing

Please visit: <https://staff2.nlm.gov/summit-presentations-recordings> to join the Summit remotely. Session password for each should be **nnlmsummit** for each session.

Summit Program

[M.J. Tooev](#), Associate Vice President, Academic Affairs, Executive Director, Health Sciences and Human Services Library, Director, National Network of Libraries of Medicine, Southeastern/Atlantic Region, Director, National DOCLINE Coordinating Office, University of Maryland, Baltimore

[Isabel Rambob, DDS](#), Clinical Assistant Professor, School of Dentistry, University of Maryland, Baltimore

[Alan VanBiervliet, PhD](#), Program Officer, Division of Extramural Programs, National Library of Medicine

[Patricia Flatley Brennan, RN, PhD](#), Director, National Library of Medicine

[Tyler Smith](#), Associate Ombudsman, Office of the Ombudsman, National Institutes of Health Center for Cooperative Resolution

Summit Program Session Outcomes

Setting the Stage (Lead: NNCO) Set the goals and what to expect from the summit

Cultural Humility and Responsiveness in Our Work (Lead: Isabel Rambob) Increase knowledge about cultural humility; understand its impact within the workplace, community outreach, and educational activities.

Human Subjects Training (Lead: Alan VanBiervliet)

- Understand the roles that NIH, Your University, and the UG4 PI and staff have in protecting Human Subjects involved in federally research.
- Understand the role the University and the UG4 PI and staff have in protecting Human Subjects involved in federally research conducted by contractors or subawardees.
- Know the Federal definition of Human Subjects Research.
- Understand the exemptions from the federal regulations regarding IRB oversight and consent
- Be able to use the following HHS Human Subject Regulations Decision Charts
 - [Chart 1](#): Is an Activity Research Involving Human Subjects?
 - [Chart 2](#): Is the Human Subjects Research Eligible for Exemption?
 - [Chart 3](#): Does Exemption 45 CFR 46.101(b)(1) (for Educational Settings) Apply?
 - [Chart 4](#): Does exemption 45 CFR 46.101(b)(2) or (b)(3) (for Tests, Surveys, Interviews, Public Behavior Observation) Apply?
 - [Chart 5](#): Does Exemption 45 CFR 46.101(b)(4) (for Existing Data, Documents, Records and Specimens) Apply?
 - [Chart 6](#): Does Exemption 45 CFR 46.101(b)(5) (for Public Benefit or Service Programs) Apply?
- Be familiar with the NIH definition of clinical Trials.

- Be familiar with the requirements for all NIH-funded investigators and staff who are involved in the conduct, oversight, or management of clinical trials.
- Understand that there is a difference between regulations concerning confidentiality of personal information and human subject protection.
- Be prepared to discuss with your University Human Subject Protection Office practices that can be applied to UG4 related human research projects.

NLM Priorities (Lead: Patricia Flatley Brennan) Understand NLM priorities and the array of roles for NNLM in carrying them out.

Enhancing Collaboration (Lead: Tyler Smith) This session will use a mixture of experientially-based exercises, individual reflection and group discussions to:

- Explore the meaning, advantages and limitations of collaboration
- Understand the role of communication in team collaboration
- Learn strategies to enhance team collaboration and communication
- Identify practical steps for enhancing collaboration within the network

Communications (Lead: Tyler Smith) This session will follow the Enhancing Collaboration session to explore and discuss individual and collective communication styles within the Network. The segment will be guided by the results of a pre-session communication style assessment. The goals of the session will be:

- Gather areas of confusion around communications for the Network
- What problem areas exist for NNLM communications
- Share successful/effective communications practices
- Understand what needs to be better communicated (e.g., shared NNLM goals)
- Know who the point person is at each RML for projects/initiatives

Ask NNCO (Lead: NNCO) This session will be Q&A time with NNCO. This is an opportunity to ask any questions you have

- Hear feedbacks and suggestions
- Address Communication: transparency, clear understanding of purpose, goals, procedures, expectations.

Recap | Take Aways | Next Actions

- Wrap up and recap the key take aways from the summit
- Make clear about actions for the next step

Room Assignment Guide

The Elm Ballroom is located on the second floor of the SMC Campus Center.

LL = Lower Level of the Health Sciences and Human Services Library

The Gladhill Board Room is located on the fifth floor of the Health Sciences and Human Services Library

Room Set Up and Technology

Most rooms are set up with technology for presenters, including a big screen tv and computer. For room details, please click the link for each facility.

SMC Campus Center	Health Sciences and Human Services Library	
Green Room 115 (15)	Collaborative Learning Room – LL02 (40)	201C – (8) Big Screen/Computer
Elm Ballroom A - 2 nd Floor (126)	LL03 – Computer Lab (18)	321 –(15) Smartboard
Meeting Room 203 (22)	LL04 – Computer Lab (16)	508Q – 5 th Floor Admin – (6-8) Big Screen/Computer
Meeting Room 353 (18)	LL05 – Computer Lab (26)	Balis – Room 504 (10) Big Screen/Computer
	Family Room – Room 131 (14)	Gladhill Board Room – Room 505 (60)

(#) indicates Room Capacity

Breakout Session Lead Responsibilities

Breakout Session Leads will have the following responsibilities:

1. Tie breakout session to the Summit Goals
2. Establish a measurable outcome to the breakout session
3. Establish agenda for breakout session
4. Maintain a list of attendees
5. Set up a WebEx url | Session password **nnlmsummit** | Share link on <https://staff2.nnlm.gov/summit-presentations-recordings>
6. Record a WebEx meeting for your Breakout Session – If video not available, audio if possible
7. Maintain and post notes (documents, WebEx recording, PPT) to Staff Intranet

Breakout Session: Description/Measured Outcomes

Monday, March 4, 2019 4:00-5:00 PM ET

Communications with NLM (Lead: Rex Robison, NLM/MMS) Identify opportunities and obstacles in communication between NLM and NNLM.

Effective Difficult Conversations: An essential competency for life and leadership (Lead: Catherine Soehner, MCR) At the end of this workshop attendees will be able to: Define a difficult conversation and list the barriers to holding one in order to overcome internal and external issues to engaging with others. Describe the preparation for a difficult conversation in order to have a plan for conducting successful conversation. Execute and evaluate a difficult conversation in order to hold yourself and others accountable and to lead an individual or group toward agreed upon goals.

EFTS (Lead: Erin Latta, NDCO | Janice Swiatek, Library Director, UCONN) Increase knowledge of the current state of EFTS, its intended redesign, and provide ideas and suggestions to support the continuation of this program. (Contributor: Janice Swiatek, Library Director, UCONN)

Importance of Cultural Humility in Evaluation (Lead: Ron Buie, NEO) Measure changes in attitude among participants as to the importance of cultural humility/sensitivity in evaluation.

You and the New NTO: Easing your pain – (Lead: NTO) Share and discuss a new model of the NNLM Training program, including coordinated strategies for class development and delivery.

Tuesday, March 5, 2019 9:00- 10:00 AM ET

Data Science & RDM Working Group (Lead: Mary Piorun, NER) Develop a sustainability plan for the RDM 101 and 102 courses with regional commitments, and develop a recommendation on the approach/framework for NNLM's support for member libraries working to develop data science and research enterprise services.

Effective Difficult Conversations: An essential competency for life and leadership (Lead: Catherine Soehner, MCR) At the end of this workshop attendees will be able to: Define a difficult conversation and list the barriers to holding one in order to overcome internal and external issues to engaging with others. Describe the preparation for a difficult conversation in order to have a plan for conducting successful conversation. Execute and evaluate a difficult conversation in order to hold yourself and others accountable and to lead an individual or group toward agreed upon goals.

Integrating All of Us into Consumer Health Core Actions (Lead: George Griffith Strawley, MCR) To have NNLM coordinators build sustaining collaborative partnerships within the NNLM to support consumer health integration into the NNLM Community Engagement Network and overall health literacy outreach and programming for RML activities. (Contributors: Nora Franco, PSR | Veronica Milliner, MAR)

New Data Collection Portal /National Activity Tracker Workshop (Lead: Renee Bougard, NNCO & John LaDue, NWSO) Increased reporting-portal knowledge and understanding of future NNLM data collection; ask questions about NNCO expectations and portal functionality.

NLM Products: PubMed Labs (Lead: Marie Collins, NCBI) Increase knowledge about PubMed Labs; understand updated functionality when providing training to communities in your region.

Program Committee (Lead: Liz Kiscaden, GMR) Review feedback gathered from Communications session on Day 1, Develop strategies of improving communications, and discuss and develop an action plan.

Tuesday, March 5, 2019 10:15-11:15 AM ET

Data Dashboard Community of Practice Design (Lead: Emily Patridge, NEO/PNR) Discuss a wireframe design, propose a breadcrumb trail for usability and gather feedback, and gather feedback on how the Community of Practice can best serve the NNLM. A measured outcome from this session will be the progress from the wireframe design to the layout design for the Community of Practice.

Membership Working Group (Lead: Martha Meacham, NER) Increase knowledge for the future of membership and engagement reporting requirements.

NLM Products: PubMed Labs (Lead: Marie Collins, NCBI) Increase knowledge about PubMed Labs; understand updated functionality when providing training to communities in your region.

NNLM All of Us CEC-EC-TEC Evaluation Team (Lead: Renee Bougard, NNCO) Continue to review and align the CEC and TEC logic models.

Public Libraries & Community Engagement (Lead: Catherine Martin, NER) Increase knowledge about working within public libraries; Understand community engagement and outreach efforts of Community Engagement Network partners. (Contributors: Michael Balkenhol, MAR | April Wright, SEA)

Steering Committee (Lead: Catherine Soehner, MCR) Get a shared understanding of how others are incorporating the NLM strategic plan; strengthen relationships through an in-person conversation and possibly uncover opportunities to support one another or solve problems together; and improve network operations by hearing the same thing at the same time.

Wikipedia Edit-a-thon Working Group (Lead: Franda Liu, NNCO) Establish goals of the upcoming Wikipedia-edit-a-thon, incorporating measures of success for Year 4 of the Cooperative Agreement, and improve the network operations by utilizing new project management tools.