

To: John Hablitz, Ph.D.
Coordinator, McKnight Brain Research Foundation Travel Awards
From: Leadership Council, McKnight Brain Research Foundation
Date: May 9, 2011
Re: Proposal for a retreat for the Cognitive Test Battery Working Group

The Leadership Council has discussed the steps necessary for making progress on a major project to draft a consensus document on cognitive assessment batteries of short-, medium- and longer-format. We would like to begin by bringing together those clinicians, neuropsychologists, cognitive psychologists, neuroscientists and animal behaviorists (many of us wear multiple hats) in the McKnight Institutions who can best participate in the initial formulation of plans to move forward in the most effective way. The end product of this first meeting will be to craft an overview and vision for the project and to assign specific persons to constitute smaller working groups. At the first meeting we will schedule regular communication target dates for the entire group. At these meetings of the “full group” (media to be determined), each working group will report progress - the smaller groups can schedule their individual plans for interaction as necessary. The goal overall is to have a final face to face meeting right before the next McKnight Inter-institutional meeting to polish ideas for the various test batteries in humans and other animals – and a major component of the next meeting will be a discussion of our consensus findings, and of any outstanding areas where we do not have consensus. After this time, we hope to find a ‘venue’ in which to publish our ideas – and we will begin to talk about this among ourselves once the group gets constituted.

To begin, we would like to request funding for the plan outlined below. The most “central” location among the institutions is, in fact, New Orleans, for which there are direct flights for those in Miami, and 1-stop flights for those in Tucson, Birmingham and Gainesville. For Houston, only Gainesville must connect via 1 stop. Because of the relative equivalence of these options, and the general preference for New Orleans, the Leadership Council proposes that the meeting be held in New Orleans.

Because of the flight schedules – and the relative difficulty getting “anywhere” from Tucson, Birmingham and Gainesville – the following meeting schedule has been adopted: all participants from each site will arrange to arrive on Wednesday August 3 by ~ 1pm. The meeting can then begin (at the latest) by 3pm. Departure will be 3pm or after on Thursday August 4, 2011.

There will be 12 primary participants. The Leadership Council has nominated the following individuals from each institution:

Tucson

Carol Barnes
Betty Glisky
Lee Ryan
Gene Alexander

Gainesville

Dawn Bowers
Jennifer Bizon
Tom Foster

Birmingham

David Geldmacher
Erik Roberson

Miami

Bonnie Levin
Richard (Tony) DeFazio
Clinton Wright

The approximate **Hotel Room** costs for one night, plus a **meeting room** for Wednesday afternoon and Thursday morning are estimated to be \$2,000. The approximate **airfare and other incidental transportation** costs are estimated to be \$6,000. **Food** includes dinner Wednesday, and breakfast and lunch on Thursday, and are estimate to be \$2,000.

There will also be pre-meeting costs before the April 11, 2012 meeting (food, additional night stay) that will be requested with the funding for the general meeting at that time.

We look forward to hearing of your decision concerning support of this effort.