

EARLY HEARING DETECTION AND INTERVENTION (EHDI) CONFERENCE

February 25 - 26, 2008
Astor Crowne Plaza Hotel, New Orleans

Abstract Guidelines

Abstracts for breakout and poster presentations for the 2008 National EHDI Conference are being requested. The deadline for receipt of abstracts is October 15, 2007, 5 pm (eastern). Electronic submission of abstracts is required. E-mail your abstract as an attachment in Word format to: EHDI@infanthearing.org. Contributors will be notified of the acceptance of their abstract by the EHDI Conference Planning Committee on or about December 1, 2007.

In the past abstracts have been considered primarily for breakout presentations; however, abstracts for the 2008 EHDI Conference will be considered for either a breakout presentation or for a poster format. As described below, you may indicate if your abstract should be considered for a breakout presentation only, poster only, **OR** either a breakout or poster. For information on Posters including size, see the Poster Guidelines at www.infanthearing.org.

There will be ten program tracks for conference presentations. For each abstract you submit, please designate the primary track for which you would like it to be considered. The tracks are:

- (1) EHDI Program Enhancement
- (2) Audiological Assessment and Intervention
- (3) Early Intervention
- (4) Medical Home
- (5) Follow-up, Tracking, and Data Management
- (6) Family Issues
- (7) Program Evaluation and Quality Assurance
- (8) Information Dissemination and Marketing
- (9) Providing Services to Underserved Groups
- (10) Enhancing Language and Cognitive Development

Abstract Guidelines

Paper size: 8.5"x11", with 1 inch margins on all 4 sides

In 12 point Arial font:

- Title of abstract (no longer than 60 characters, centered and in bold).
Leave a blank line (single space) after the title.
- Primary track for which the abstract should be considered (left justified on the line under the title). Please note that the program committee reserves the right to place the presentation in a different but relevant track as deemed appropriate during the abstract review process. Leave a blank line (single space) after the track.
- Name(s) of all author(s) (left justified).
Leave a blank line (single space) after the authors.

- Affiliation(s) of authors (left justified). In case of multiple affiliations, number each affiliation. For multiple affiliations, the number corresponding to the proper affiliation should be shown after each author's name in superscript. Leave a blank line (single space) after the affiliation(s).
- Name(s) of any/all the presenter(s) (left justified). Leave a blank line (single space) after the presenter(s) name.
- Presentation format: Indicate if the abstract should be considered for breakout presentation only, poster only, **OR** either breakout or poster. Leave a blank line (single space) after the presentation format.
- Desired length of presentation if breakout. Each presentation in the breakout sessions will be allocated 30 or 60 minutes (including time for questions and answers). The Planning Committee reserves the right to combine similar or related abstracts within individual sessions. Leave a blank line (single space) after the desired length of presentation.
- Abstract text (left and right justified with no paragraph indents, single line spacing). Abstracts should include objectives, relevance, implications for practice or policy, and summary of content. There is a 300 WORD MAXIMUM. Longer abstracts will not be accepted. Leave two blank lines after the text.
- Keywords -- Maximum of five. Leave a blank line (single space) after the keywords.
- Contact Information: A contact name, contact email address, and contact phone number for the primary author/presenter.

Abstracts that are considered to be a commercial product endorsement in the opinion of the Planning Committee will not be accepted. All abstracts must be in English. Abstracts will not be edited. After an abstract is submitted, no changes of author, affiliation, title, or text of the abstract, other than those due to typographical errors, are permitted. Presenters must register for the EHDI conference.

Abstracts will be scored on the following basis:

- 1) Relevance / significance to EHDI [0 – 5 points]
- 2) General interest to participants [0 – 3 points]
- 3) Innovative / originality of work [0 – 3 points]
- 4) Overall Clarity [0 – 3 points]

Submission Agreement

Abstract submitters agree to the following terms related to the presentations and their use by the Early Hearing Detection and Intervention Program Committee (EHDI-PC):

- Understand that acceptance of the presentation does not imply payment or reimbursement for travel expenses to attend conference, including the registration fee.
- Agree to present this presentation on the date, time, and track assigned by the EHDI-PC during February 25 - 26, 2008.
- Understand the following audio/visual equipment will be provided: Computer, LCD projector, screen, podium and microphone. (Slide projectors, overhead projectors, DVD players and VCRs are available upon request by February 8, 2008.) Internet access will NOT be provided.
- Unless contrary notification is given to the EHDI-PC by February 1, 2008, hereby grant all of the necessary rights to record each presentation in any audio and/or video formats, use each presentation in printed, digital or electronic form, and make it available online following the conference. These presentations will be uploaded to a web site as protected Portable Document Format (PDF) so the material cannot be altered.

- Hereby grant the EHDI-PC all of the necessary rights to use each presentation in printed, digital or electronic form and make available online following the conference.
- Agree to email an electronic copy of their PowerPoint™ presentation as an attachment to EHDI@infanthearing.org prior to February 8, 2008.
- Understand and agree by submitting an abstract, the use of each presentation is conditioned upon the EHDI-PC acceptance of it, and that the EHDI-PC need only notify the abstract submitter of the acceptance for the terms stated herein to be binding.

Deadlines

October 15, 2007, 5 pm (eastern) – Abstract due

December 1, 2007 - Notification of abstract acceptance

February 8, 2008 - PowerPoint™ presentation due