

**EHDI – 2014 Planning Committee Conference Call
Monday, June 10th , 2013. 1:30 pm EST**

MINUTES

Call Participants

- Nancy Bloch
- Rachel Daskalov
- Carlos Duran
- John Eichwald
- Michelle Esquivel
- Irene Forsman
- Karla Giese
- Bianca Gomez
- Karen Hopkins
- Vicki Hunting
- Gayla Hutsell-Giugnard
- Faiza Khan
- Meaghan McHugh
- Tammy O'Hollearn
- Steve Richardson
- Sharon Ringwalt
- Tony Ronco
- Sadie Silcott
- Pam Tempson
- Melissa Vaughan
- Bailey Vincent
- Karl White

Meeting Planners

- Jamie Cousins
- Casey Judd
- Mandy McClellan

Agenda

- 1) Welcome/Introductions
- 2) Background and history of EHDI Meeting; (See 2013 Program Book for 2013 Meeting info - <http://ehdimeeting.org/includes/ProgramBook.pdf>)
 - a) Karl White gave an overview of the format of the EHDI meeting- the different types of meetings/sessions that take place during the meeting.
 - b) This is a grantee meeting and the goal of the meeting is to help state agencies who are responsible for EHDI programs and other stakeholders improve EHDI programs.
 - c) Karl reviewed the different stakeholders and diversity and different roles of attendees that participate and attend the EHDI meeting.

- 3) How We All Work Together: Planning Committee, Co-Organizers, Meeting Support.
 - a) Co-Organizers of the meeting are the American Academy of Pediatrics (AAP), the Centers for Disease Control (CDC), National Center for Hearing Assessment & Management (NCHAM), and the Maternal and Child Health Bureau (MCHB) of the Health Resources Services Administration (HRSA.) Conference Support staff include Casey Judd, Mandy McClellan and Jamie Cousins.
 - b) The co-organizers will set some of the basic guidelines about the meeting, but are always interested in input from the planning committee.
 - c) The planning committee members represent the different stakeholders who come to the meeting and can help organize the meeting in a way that addresses the needs of these different groups.

- 4) Planning Committee Role
 - a) One of the roles of the committee is to help identify appropriate pre-sessions and the plenary sessions of the meeting.
 - b) The committee will have a call once a month and be given assignments of things that are to be prepared prior to the next months meeting. Mandy will be putting together a calendar of agenda items that will be discussed with the committee for the year.
 - c) Question was raised as to whether committee is allowed to share plenary presenter nominees with people outside the committee (example: to get their feedback on nominees) Answer was that yes, it is ok to share nominees with others outside committee, but not something we plan to post on the website, etc.

- 5) Review feedback from 2013 Conference. (Evaluation summaries sent to committee prior to the call).
 - a) Reviewed evaluation summaries with committee. It was also noted that presenters do receive the evaluation and ratings of their session after the conference. It was requested that committee also receive a copy of any suggestions for improvement that were given on evaluations. Committee will be receiving these within a week.
 - b) Some discussion on state stakeholder meetings and many feel that it is a meeting that needs to be strengthened and anyone who has ideas and would like to help with that to please contact Vicki Hunting.
 - c) Most reviews of the EHDI 2013 meeting were very positive. Noted that the number of survey responses was down a lot this year from previous years. We do know those that did the survey overall loved the meeting, but are missing input from a lot of attendees who didn't do one. Please share any ideas on how to increase survey responses for this year's meeting.

- 6) Review of Abstract Process. Track descriptions and scoring criteria from 2013 are attached (or can be seen at this link - <http://ehdimeeting.org/2013/PresenterInfo.cfm?pg=info>)
 - a) Committee asked to review tracks and scoring from 2013 meeting and be prepared to discuss and propose any changes to tracks on the July call.

- b) Abstract and reviewing process is all done online. Typically, have at least 3 reviewers for each track and so will ask planning committee members to be reviewers. Again, please review scoring and be prepared with any changes on July call.
- c) Reviewed that most presenters request a 1 hr time slot, but only about 15 receive that much time (those that are highest rated by reviewers). A majority of abstracts are accepted as a 30 minute presentation, which allows us to accept many more presentations than if all given one hour. It's a balance of giving people more time or accepting more presentations. This will also be a topic of discussion and decision during the July call.
- d) Once these items are decided, the website and abstract system will be updated and anyone on committee interested is welcome to test the abstract system before it goes live.

7) EHD Meeting Website – www.ehdimeeting.org

- a) The 2014 meeting website is up and running and more information will continue to be added to it as committee plans and meeting becomes closer. Please feel free to let us know if you see anything on the website that should be changed or have ideas for improvement.
- b) Pictures for Program Book and website – We are always looking for new pictures so if you have any, please send. Make sure you have written permission to use any pictures you send to us. We try to keep the pictures balanced in terms of communication modalities, ethnicity and the activities taking place that are shown in the picture.
- c) Bailey Vincent offered to help work with and improve the social media efforts for the meeting.

Homework to be done prior to call in July:

- HW 1 - Review abstract guidelines and scoring criteria (Send suggestions by one week prior to next meeting-July 1st)
- HW 2 - Plenary Speaker Ideas. (Send suggestions by one week prior to next meeting-July 1st) Please provide suggestions in an organized format. (See below for the format and attached for examples from the 2013 plenary speakers.)

Next Call is Monday, July 8th at 1:30 EST.

Name/Title/Organization	
Background/Accomplishments:	
Insert Info on Background/Accomplishments Here	
Presentation Skills:	
Insert Info on Presentation Skills here	
Topic:	
Insert Topic Info Here	