

**EHDI – 2014 Planning Committee Conference Call
Monday, July 8, 2013 1:30 pm EST**

MINUTES

Call Participants

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

Meeting Planners

- Jamie Cousins
- Casey Judd
- Mandy McClellan

Agenda

1. Planning Committee Meeting Decision Outline
 - a. Mandy made and sent out a document outlining agenda items for the committee calls, this is just an approximate outline and is subject to change.
2. AAP Disclosure Forms (See attached explanation below.)
 - a. Michelle Esquivel sent out the form and it needs to be completed by all planning committee members as soon as possible. If anyone has questions about the form contact Michelle via e-mail or telephone.
3. Review and Discuss EHDI Meeting Session Types/Format
 - a. Carlos Duran brought up concern about people missing Tuesday afternoon sessions due to flights and brought up idea of starting meetings at noon on Sunday and ending at noon on Tuesday. Group consensus seemed to be that no matter what time meeting ends people will inherently leave early and ending earlier may not solve that.
 - b. DSHPSHWA had discussed and brought up the possibility of moving pre-session meetings to end of the conference on Wednesday and having DSHPSHWA and EHDI coordinator meetings on Sunday. Committee members concerned that pre-session attendance would go down if this change were made.
 - c. Tony Ronco suggested moving state stake holders meeting to Tuesday afternoon.
 - d. Co-organizers will review these suggestions at their next meeting and make decisions on any changes to implement.
4. Plenary presenters/topics -brainstorming of ideas.
 - a. Mandy sent out a list of those who were on the list for the 2013 meeting and committee is encouraged to offer additional ideas for topics and presenters.
 - b. Suggestion to have Jim Perrin, the incoming AAP president as a plenary speaker. Committee decided to reach out to him immediately. Irene will contact him.
 - c. Committee was asked to send written recommendations for speakers to Mandy by Aug. 2nd.
5. Pre-Meeting Sessions – 2013 Sessions can be found at <http://ehdimeeting.org/2013/Meetings.cfm?pg=pre>
 - a. Committee asked to send in ideas and nominations for 2014 pre- session meetings.
6. Finalize Abstract Guidelines (<http://ehdimeeting.org/2013/PresenterInfo.cfm?pg=info>)
 - a. Suggestion from Nancy to change the name of the Medical Home track. After explanation of that name, the decision was to keep the name of the track as is but broaden the track description.
 - b. Decision to keep same abstract tracks and scoring as last year's meeting and move forward with making this information available on the website.
 - c. Will be sending out an email announcement that abstracts are opening on July 26th to all those that have attended meeting in the last 5 years.
7. Call for Abstract Submissions to open 7/26/13.
 - a. Brainstorm ways to encourage abstract submission
 - i. Suggested asking EHDI coordinators to send out call for abstract notice.
 - ii. Ask these to distribute reminders-
 1. AMCHP- Association for Maternal and Child Health Programs.

2. Parent organizations such as the American Society for Deaf Children, Hands & Voices and NAD.
3. The AG Bell chapters.
4. American Academy of Pediatrics, American Academy of Family Physicians.
5. Early childhood TA center
6. Association of University Centers on Disability.
- b. Volunteers needed to test online abstract system prior to 7/26/13. Contact Mandy if willing to help with this.
8. Continue review of EHDI Website – www.ehdimeeting.org, Facebook page, other Social Media options
 - a. Asked committee members to continue to review website and offer suggestions for improvement.
9. Subcommittee Structure Discussion (potential sub-committees)
 1. Local Attractions
 2. Poster Awards
 3. State Stakeholder
 4. Family Support/Parent Place
 5. Student Involvement
 6. Room Monitors
 7. EHDI Website of the Year
 8. Additional? Social Media?
 - a. If anyone has interest on being on a particular committee let Mandy know. Megan volunteered in to be involved in Student Involvement and thought it would be good to involve them with Social Media.

Homework:

- HW 1 – Submit plenary presenter recommendations by Friday, August 2nd. Preliminary vote on plenary presenters the week of August 5th.
- HW 2 – Send any pre/post session ideas (at least 1 week prior to next meeting)
- HW 3 – Need volunteers to test abstract submission website
- HW 4 – Complete AAP Disclosure Form

Format to submit Plenary Presenters –

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

AAP Disclosure Info:

The American Academy of Pediatrics is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education credit to physicians. As such we are required to show that all persons who are in a position to control the content of an activity have disclosed all relevant financial relationships with any commercial interest. Because members of the overall planning committee set the standards for faculty selection and establish the overall learning objectives for the conference you are all in a position to control content.

Next Call is Monday, August 12th at 1:30 EST.