091824 NCHAM EDHI SUBMISSION PROCESS

[Captioner standing by]

>> MANDY JAY: Happy Wednesday. This is Mandy Jay with the NCHAM. Thank you for joining the webinar. We're about five minutes out before we get started. This is just an audio check to make sure you have your sound correct, you can see the interpreter and captioning. We will get started in about five minutes.

(Recording in progress).

>> MANDY JAY: Hello. My name is Mandy Jay with the National Center for Hearing Assessment and Management at Utah State University. We're about two minutes out from start time for the webinar on demystifying the EHDI abstract submission process for the 2025 annual EHDI conference. It's a good time for to you check your audio and make sure you can see the interpreter or captioning and we will get started in about two minutes.

Hello, I'm Mandy Jay with the National Center for Hearing Assessment and Management, known as NCHAM. I'm joined by my colleague, Alyson Ward. We're going to present today on Demystifying the EHDI Abstract Submission Process. Hopefully a way to encourage you to submit an abstract for the upcoming conference and answer questions you may have. Alyson, you want to

introduce yourself.

>> ALYSON WARD: Sure. Thanks Mandy. I'm Alyson Ward, I'm with her at the National Center for Hearing Assessment and Management. I do a lot of our work around quality improvement and congenital cytomegalovirus. Happy to be here.

>> MANDY JAY: We're going to walk through the process of the submission process and then at the end take questions.

Feel free to hold your questions until the end. We definitely want to make sure we have time for that.

Okay.

Let's see if I can -- so, today we're going to talk about what the EHDI conference is in general and the goal and objectives for the conference. We want to talk about what an abstract is as we talk about how to submit an abstract. Maybe some are unfamiliar with an abstract in general. Who should submit and attend the conference, and considerations for submitting an abstract and then the process of submission and important dates coming up.

The EHDI conference is organized by the National Center for Hearing Assessment and Management, but we also have other co-organizers, the American Academy of Pediatrics and Hands and Voices. Our co-organizers of the

conference. We have a robust planning committee with representation from all over the country, and then we have people who are local, so people from the Pennsylvania area who are also super involved in planning the conference.

It is not just me and Alyson running the conference. We have a bunch of other people who are involved in all of the details.

The EHDI conference goal is to enhance the implementation of comprehensive state based Early Hearing Detection and Intervention programs. EHDI. Our hope is that after people attend the conference, they're able to know these four goals that are listed on the screen. We want to make sure that there are successful strategies for implementing Early Hearing Detection and Intervention programming. We want to look at research and methods. Cultural competency. And we want to talk about new and ongoing partnerships. There is a lot of things that go on for goals for the conference, but these are some of the primary goals.

So, Alyson.

>> ALYSON WARD: Yup, I'm up.

Okay. So who should submit an abstract for the EHDI conference? All EHDI stakeholders, you can see a short list here but anybody that is involved in newborn and early childhood screening diagnosis or early intervention or a stake

in children who are deaf or hard of hearing, we want to hear their voice. We get feedback around I wish somebody presented on this or I wish we would have heard about this. The agenda is only as good as the abstracts that are submitted.

So, we want to hear your experience, what are you doing to, you know, improve things for children who are deaf or hard of hearing. Others want to hear about what you are doing and see if it is something they may be able to fit into their program or state.

And so it is really an opportunity to share and to share with other EHDI stakeholders as well as network with others.

Okay. So where to submit your EHDI abstract.

Mandy will walk us through the step-by-step process using the EHDI conference.org website. It will give directions on how you need to submit. There are two options for presentations. Either through posters or oral presentations. There is two time options for oral presentations, and Mandy will hit that again in just a minute.

Okay. What is an abstract? We'd love to receive artwork from you, but we're not looking for abstract paintings. Is a short description of what you're presenting on, in one or two paragraphs. It will prompt you to create learning

objectives and other elements along with the abstract, and we will talk about those in just a minute.

All right. So considerations when submitting an abstract. Again, we will go into these in more detail. Tracks, Mandy will review the tracks. We have 12 that you can select from. We understand a lot of presentations straddle multiple tracks, just selecting one is fair enough.

The length, again, this is the oral presentation piece. Do you want 30 or 60 minutes, and then think about the abstract itself should be 300 words or less.

Then learning objectives, Mandy will go over how you write them. You need to make them actionable. We will talk about some of the language in a minute.

And thinking of presenters, there is main presenters, co-presenters and authors.

You should have the bios for whoever is going to be part, either as a presenter, co-presenter or author when you go and submit your abstract. We will talk more about that. Along with presentation and poster tips for that can be found some of those tips can be found on the website.

And then lastly, making sure that all presenters complete their disclosure forms. This is important for continuing education credits. Mandy will go over

specifically creating an account and what to do to submit your abstract.

>> MANDY JAY: Thank you. We have a great process that is easy to follow to create an abstract. You will go to the ehdiconference.org website, and there is a link on the home page and under the presenter info. All that will get you to the first page to create an account. You may have an account if you have submitted an abstract in the past, you may have an account. If not, you will create one.

Again, this is the process online that will walk you through every piece of this, and hopefully will be super easy.

When you are submitting an abstract, I know you can't read this, but you will see it object line. Terms and conditions, make sure you look at what you're agreeing to do. We've tried to outline important dates. Some important information. One of the things that I'm going to talk about more in a minute is the disclosure forms. While one person submits the abstract and be prompted to submit the disclosure forms, if you have co-presenters, they also have to submit the disclosure forms. If that is not done, your presentation could be removed from the agenda if it is accepted.

I want to make sure you're aware that when you submit an abstract, there are terms and conditions you're agreeing to and again I know you can't read that

on the screen now, but you will find it when you are submitting. When you're developing your abstract, look at the directions. I have a screenshot of how the screen looks when you are doing this. Again, we're looking at a 300-word limit. For some, that is super easy. Some of us who have editing issues, and it is not, doesn't come natural to us, 300-word limit may be more of a challenge. We want you to be concise. Clearly describe the problem your session will address. Why should your abstract be an important consideration?

What is your argument? Do you have evidence behind your argument and how does your presentation contribute to the EHDI field in general and why it matters? As Alyson said, you're going to look at different tracks, different other details, but this is the overarching theme when writing your abstract. Look at what you are trying to address and why it matters to those attending the conference. I want to say that the EHDI conference if you're new to the EHDI conference, you may not be aware that our attendees are passionate about the topics, and they do attend the sessions.

You most people do not skip out on sessions. They're packing their schedule and trying to get as much as they can out of the conference.

Whatever you're presenting on is going to be impacting a lot of people at the conference. Are remember that when you write your abstract and why we

should consider it. Again, you have a large audience that will be interested in attending your session or looking at your poster.

So, as Alyson mentioned, we do have 12 tracks.

On the website, there are details about each of the tracks.

This is a little bit subjective in that you can just because you think it fits in early intervention, someone else thinks it is program evaluation, quality improvement, or whatever mix and match it can be. It is a little bit subjective. But we do want you to pick what you think the primary track would be, if there is a secondary track, that would be helpful too. Again there are details on the website about each of the tracks. But they're more examples that you can certainly think outside of the box of the examples that we provide online.

The learning objectives are basically what people will learn as a result of attending your session or reading your poster.

So, the, you know, why are they attending your session, why look at your poster and what do they get out of it? We ask at that people do three learning objectives.

Again, you can see on the screen how we can bridge the gap between where the attendee is now and where you want them to be after attending your session. You want people to learn something, so this is where you write the

learning objectives. They need to be actionable, measurable learning objectives. The words learn and understand are not appropriate learning objectives. It needs to be analyze, describe, list, and we do have a link on the submission page that takes you to information on how to write the learning objectives.

We're giving you the verbs, the wording to help you write your learning objectives. You just need to use those actionable and measurable terms.

So, when you're, after you've typed out your learning objectives, typed out your abstract, you're going to go to the presenter information. This is where you're going to list how you will be presenting. Will you use spoken English, American Sign Language or cued language. From those three options, you must select how you will be presenting. This is important for later on when planning the logistics of the conference. We do have you do that. And then if you have multiple presenters, you will have a primary presenter and be able to select other presenters as well.

Co-presenters, authors, again, you can see on the screen here, but you can order, order of how people receive information. Make sure that the person who is the primary contact is listed first. The person who is most likely to be responding to questions if they come up.

So, when you're reviewing and completing disclosures, you have the

American Academy of Audiology and ASHA form. You must complete these.

This is not necessarily -- you may not want continuing education for the EHDI conference, but a lot of people who attend do. All presenters must complete the disclosure forms. It is important not just for the person submitting the abstract, but if you have co-presenters, they have to do it as well. Failure to complete the disclosure forms can result in your abstract being removed from the agenda.

So, this is super important, it's a requirement that we, when offering continuing education.

The disclosure forms we tried to include as much information. This is like if you work for a hearing aid company, for example, you would want to disclose that you have financial interest there, or if you have other disclosure information you need to share, this is where you put that.

Again, you're going to have -- after the disclosure forms, you get to the last place that says you're not done. We tried to signal that out with exclamation points and yellow, you're not done because you have to review to make sure you have everything in there that you need before you go to the next step.

And this would be when you know you have completely submitted your abstract. It will say your abstract has been successfully submitted. You should

receive an e-mail about that.

We definitely want you to make sure you get through the finish part and not just stop short of the actual submission.

>> ALYSON WARD: Okay. Timelines. Abstracts are due September 30th, which is just a little bit more than a week away. You still have some plenty of time to get your abstracts reviewed.

The abstracts will be reviewed by at least three reviewers.

And then announcement or notification of acceptance will be released via e-mail to you in mid-November.

That is all we have for you this afternoon. Does anybody have any questions? You can put them in the chat.

>> MANDY JAY: While we're waiting, just as a note, here are the dates for the 2025 -- March 9-11, 2025, in Pittsburgh, Pennsylvania. We're looking forward to being in a new location to us, and super excited about that.

>> ALYSON WARD: Yes, and just as a side note, if you're accepted as a presenter, you still have to register for the conference.

So there is that two-piece. Mandy someone is asking, I'll read the question since you're probably going to know most of the answers, is there a separate deadline for student submissions again this year.

>> MANDY JAY: Thank you. We should have included that into the presentation. We have student posters, and if there will be a separate deadline. That is urinal in December. Early December is when student posters are due.

So, yes. But that is for student posters. If you're a student and you're wanting to present an oral presentation, then that timeline is still the 30th of September.

>> ALYSON WARD: Okay. Those are all of the questions I'm seeing so far. So, and certainly let me see, Mandy if you will advance the slide so people can see your e-mail. If you have additional questions you think of after we shut the webinar, you're welcome to e-mail Mandy.

Okay. So we did get one other question. Do you know when the deadline for student posters will be announced?

>> MANDY JAY: Um, it should be soon. I don't have a definite date for you, but I, it is on my list of things to do. We will get working on that soon.

Thank you for asking that and prompting.

>> ALYSON WARD: Perfect.

We just wrap up, Mandy and people can reach out if they have additional questions.

>> MANDY JAY: Sure.

I'm seeing two more, I don't know, I can't see the chat and.

>> ALYSON WARD: Are you seeing more questions coming in?

>> MANDY JAY: Yeah, I can't tell.

>> ALYSON WARD: I don't think, yeah.

Are you seeing any other --

>> MANDY JAY: Okay.

>> ALYSON WARD: I don't see other questions coming in.

>> MANDY JAY: Okay. If anyone has questions, feel free to reach out. We're happy to answer questions and submit an abstract. We're looking forward to the conference. The conference is only as good as the abstracts that are submitted.

So the more options and the depth that we have from you guys who are invested in the EHDI system, the better conference.

>> ALYSON WARD: Yup.

>> MANDY JAY: Okay. Thanks everybody.

>> ALYSON WARD: Thank you. Bye-bye.

>> MANDY JAY: Bye.