

MEETING ANNOUNCEMENT

**National Institute of Child Health and
Human Development (NICHD)**

**Child Health Research Centers
Annual Retreat**

November 6-8, 2008
The Woodlands Resort & Conference Center
The Woodlands, Texas

**Abstract Deadline:
July 14, 2008**

**Registration Deadline:
September 10, 2008**

Co-Hosted by:

Department of Pediatrics
Baylor College of Medicine



Department of Pediatrics
University of Iowa



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CHRC Annual Retreat Preliminary Program

Thursday, November 6, 2008

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| 12:00 – 2:00 p.m. | Buffet lunch for early arrivals |
| 3:30 – 5:00 p.m. | Program Directors' Business Meeting |
| 5:00 – 5:30 p.m. | Registration |
| 5:30 – 7:30 p.m. | Reception and Dinner |
| 7:30 – 10:30 p.m. | Keynote Speaker and Poster Session (Posters will remain up for the entire meeting) |

Friday, November 7, 2008

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| 7:30 – 8:00 a.m. | Continental Breakfast |
| 8:00 – 12:00 p.m. | Platform Presentations |
| 12:00 – 1:20 p.m. | Lunch |
| 1:20 – 4:30 p.m. | Platform Presentations |
| 6:30 p.m. | Dinner |

Saturday, November 8, 2008

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| 8:00 – 11:00 a.m. | Breakfast/Informal Discussion |
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Important Information

This brochure is for the National Institute of Child Health and Human Development Child Health Research Centers Annual Retreat to be held in The Woodlands, Texas. Included in this brochure is information unique to this meeting. The registration fee for this meeting is \$700.00 and includes lodging and meals. Log on to <http://www.medpubinc.com> to submit your abstract and register for the meeting. Click the Submit Abstract tab and choose CHRC Meeting and to register, click the Meeting Registration tab and choose CHRC. You **must** pre-register for the meeting by **September 10, 2008**. The room block cut-off date is **October 1st** and there is no guarantee that rooms will be available after this time.

Those presenting platform presentations and posters will need to include a short biographical sketch and an electronic image of yourself to include in the program booklet. Please email both of these items under separate cover to admin@medpubinc.com by **July 14, 2008**.

We look forward to seeing you in The Woodlands.

It is REQUIRED that you submit your abstract electronically. If you encounter problems submitting your abstract electronically, please email admin@medpubinc.com or call (734) 699-1217 for assistance. Instructions for abstract submissions are included in this announcement on page 4.

Hotel and Registration Information

Registration deadline is September 10th.

The meeting will be held at the Woodlands Resort & Conference Center in Woodlands, Texas. The Resort offers first class service along with spacious and comfortable accommodations. The Woodlands resort is located just 18 miles north of Houston's George Bush Intercontinental Airport (IAH). It offers transportation service to and from IAH, on a scheduled basis from 6 a.m. to 10 p.m. at a cost of \$32.00 per person, each way. Reservations must be made a minimum of 24 hours in advance for both arrivals and departures by contacting Ground Transportation at 281-367-1100, ext 1318 or email: transportation@woodlandsresort.com. For resort information visit www.woodlandsresort.com

Include the following information when filling out the on-line Meeting Registration form:

- your arrival and departure dates
- if you would like a single or a double room and other guest's names in the room if you will be sharing
- meal choices

For those arriving early in the day on Thursday, November 6th, lunch will be available to you at The Woodlands (included in fee). All rooms are non-smoking. Additional nights can be arranged based upon availability at the conference rate of \$209 (not including tax). We will make the reservations for you once the form is filled out.

Credit Card (Mastercard or Visa) and/or Purchase Orders will be accepted. Please note that by submitting this form with your credit card or purchase order information, you authorize MedPub, Inc. to charge your credit card for the amount as indicated above. Your credit card statement will show the charge from MedPub, Inc. and once the credit card has been processed and approved, you will receive a receipt.

Transportation

Following are recommended transportation options to/from the IAH airport to/from the Woodlands resort:

Woodland Resorts offer transportation service to and from IAH, on a scheduled basis from 6 a.m. to 10 p.m. at a cost of \$32.00 per person, each way. Reservations must be made a minimum of 24 hours in advance for both arrivals and departures. Contact Ground Transportation at 281-367-1100, ext 1318 or email: transportation@woodlandsresort.com to make your reservation.

Global Transportation – Luxury cars, Vans and SUV's with driver's service are available through Global Transportation. You need to book in advance. *Mention you are with the CHRC Annual Retreat for the discounted price.* The cost of a Sedan/Town Car (that can hold 3 people) is \$95 each way. (regular \$115). The cost of a Van (that can hold 7 people) or a SUV (that can hold 5 people) is \$150 each way (regular \$175). Driver gratuity not included. All rates are between IAH Airport and the Woodlands Resort and Conference Center. It is recommended to make reservations by phone: 1 (888) 325-4667 or book online @ <http://www.globaltransportation.org/home.htm>.

Information that may be of Interest:

Dress: Jeans, Shorts, Fleece and Teva's.

The Woodlands resort website is: www.woodlandsresort.com

Recreation: Golf on two championship courses. Hike through the beautiful scenic woods.

National Weather Service: www.nws.noaa.gov

Abstract Preparation

Instructions for Formatting:

(Use PAS Guidelines)

Last year abstracts were returned due to not following specified format or lack of data. Abstracts not meeting the guidelines will be rejected and need to be rewritten.

1. Type abstract in the blank template that arrives via email. The size and type should be no smaller than 10 point Times or Times New Roman. Simple graphs and tables may be included if they fit within the box. Margins of the blank template are: .top 25, bottom .29, right and left .25, page size 6.5 wide x 5.28 high in portrait mode (~340 words).
2. Title and Authors. The title should be brief, clearly indicating the nature of the study.
CAPITALIZE ENTIRE TITLE. State all author's initials and last names followed by their institutional affiliations, city, and state. **BOLD presenting author only**. Do not include degrees, institutional appointments, street address or zip codes.
3. Body. **The abstract is to be written using the hypothesis method. Organize the body of the abstract to include the headings of background, objectives, design/method, results and conclusions reached. These headings should be in bold.** Do not skip a line between the title and body of the abstract. Abbreviations. Place nonstandard abbreviations in parentheses after the full word the first time it appears. Do not use abbreviations in the abstract title.

SAMPLE:

RADIATION-INDUCED OSTEOSARCOMA FOLLOWING OSTEOSARCOMA AND LI-FRAUMENI SYNDROME. C Shih, K Bringelsen, The Children's Hospital, The Cleveland Clinic, Cleveland, OH.

Background: Osteosarcoma is the most serious late complication following ionizing radiation to bone in children. The majority of secondary osteosarcomas occur following radiation of other solid tumors: Ewing's sarcoma.....**Objectives:**.....**Design/Method:**.....
Results:**Conclusions Reached:**

Step-by-Step Instructions for Electronic Submission:

Abstracts must conform exactly to the following instructions.

Those that do not may be rejected.

1. Establish a connection to the Intranet. Proceed to <http://www.medpubinc.com>.
2. Click the link at the top of the page **Submit Abstract**. It will take you to the next page where you choose the appropriate meeting for which you are submitting an abstract. Choose the meeting of choice then “Create a New Account”. If you have submitted an abstract in the past or for the meeting last year, you would be an “existing user” and would have a password and user name already in the system. At the following screen click on **Submit Abstract** and fill out the form. Once this is completed, you will receive an email that will contain your blank abstract template. **Please note:** it will arrive at the email address entered on the electronic submission form. **Do not modify the subject header of this email.** The attachment will be a Word/Wordperfect document. Save this to your desktop. Open the document and paste your abstract inside it. The margins, font or paper size of this document cannot be modified. All text and graphics must fit within the allotted space.
3. If you are the **presenting author** be sure to include your full name and email address on the submission form. Also include your mentor/advisor name and email address as the second email on the form, but they **should not** be listed on the submission form as the author, if they are not the presenting author. If you change the title of your abstract from the time you fill out the submission form on-line to the time you email your abstract, please go back on-line and change it so that they both match. The information on the submission form on-line is what will be printed in the program. You will need to do this by the abstract deadline.
4. After the abstract is pasted, save the file without changing its file name. Then, reply to the email that was sent making sure you include your abstract as an attachment.

Note: If you do not include the file as an attachment your abstract will not be processed. Confirmation emails are sent once your abstract is received. If you do not receive a confirmation email in return within 2 days it is your responsibility to contact us to ensure that we have received your abstract.

If you encounter problems submitting your abstract electronically, please email admin@medpubinc.com or call 734/699-1217 for assistance.