

Child Health Research Centers Annual Retreat

MEETING ANNOUNCEMENT

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

**September 13-15, 2009
Hotel Deca
Seattle, Washington**

**Abstract Deadline:
June 19, 2009**

**Registration Deadline:
July 1, 2009**

Co-Hosted by:

Department of Pediatrics
University of Washington



Department of Pediatrics
The Ohio State University



**CHRC Annual Retreat
Preliminary Program
September 13-15, 2009**

Sunday, September 13th, 2009

12:00 PM – 2:00 PM	Registration
	Lunch for early arrivals
12:30 PM – 3:30 PM	Poster Set-up
2:00 PM – 3:30 PM	Program Directors' Meeting
2:30 PM – 3:30 PM	Scholars Career Development session with former UW CHRC Scholars
3:30 PM – 4:00 PM	Break
4:00 PM – 5:30 PM	Scholar introduction to each poster: 3 min/3 slide
5:30 PM – 6:00 PM	Break
6:00 PM – 9:00 PM	Evening at the Burke Museum and Dinner
	Keynote Lecture: TBD

Monday, September 14th, 2009

6:30 AM – 7:45 AM	Breakfast
7:45 AM – 8:00 AM	Opening Comments
8:00 AM – 9:45 AM	Oral Presentations #1 (5x20 minutes)
9:45 AM – 10:10 AM	Break, poster presenters available
10:10 AM – 12:00 PM	Oral Presentations #2 (5x20 minutes)
12:3 PM – 1:30 PM	Lunch and Poster Viewing/Presentations
1:30 PM – 3:15 PM	Oral Presentations #3 (5x20 minutes)
3:15 PM – 3:30 PM	Break and Poster Viewing
3:30 PM	Posters should be dismantled
3:30 PM – 5:10 PM	Oral Presentations #4 (5x20 minutes)
5:10 PM – 6:00 PM	Break
6:00 PM	Buses depart for Argosy Dinner Cruise
7:00 PM – 9:30 PM	Argosy Dinner Cruise on Lake Washington

Tuesday, September 15th, 2009

6:00 AM – 8:00 AM	Breakfast
	Depart to Airport

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 Seattle, Washington at the Hotel Deca. This brochure is information unique to this meeting. The registration fee for this meeting is \$750.00 and includes lodging and meals. Meeting costs to attend the CHRC Retreat are charged to the investigators CHRC grant. Once you have registered for the meeting, there are **NO REFUNDS**. Log on to <http://www.medpubinc.com> to submit your abstract and register for the meeting. The abstract deadline is **June 19, 2009**. You **must** pre-register for the meeting by **July 1, 2009**. The room block cut-off date is **July 1, 2009** and there is no guarantee that rooms will be available after this time.

Please inform those presenting platform and poster presentations that they need to submit via email a short biographical sketch (**NOT NIH Format**) and an electronic image in .jpg format of themselves to include in the program booklet. Please email both of these items under separate cover to admin@medpubinc.com by **July 1, 2009**.

We look forward to seeing you in Seattle!

HOTEL AND REGISTRATION INFORMATION

Registration deadline is July 1st

The meeting will be held at the Hotel Deca in Seattle, Washington. This charming Seattle hotel is located ten minutes from downtown's bustling shopping district, restaurants and galleries and only 30 minutes from the Seattle-Tacoma International Airport. Hotel Deca is a stylish full service "boutique hotel" in the heart of Seattle's lively University District with panoramic views of Seattle and the mountains. The room block is being held until July 1st after which time there will be no guarantee of availability.

Hotel Deca
4507 Brooklyn Avenue, NE
Seattle, WA, 98105
(800) 899-0251

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

- your arrival and departure dates
- single or a double room and other guest's names in the room if you will be sharing
- meal choices (if you are vegetarian or kosher)

For those arriving early in the day on Sunday, September 13, lunch will be available to you (included in fee). All rooms are non-smoking. Additional nights can be arranged based upon availability at the conference rate of \$152 (not including tax). We will make the reservations for you once the form is filled out. Meeting costs to attend the CHRC Retreat are charged to the investigators CHRC grant. Once you have registered for the meeting, there are **NO REFUNDS**.

Credit Card (Mastercard, Visa or American Express) and/or Purchase Orders will be accepted. Please note that by submitting the registration form on-line 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. Please print a copy of the receipt when you register.

TRANSPORTATION

Cabs are available on the third floor of the Parking Garage. Call (206) 246-9999, or use the curbside phones on Baggage Claim Level. Limousines are stationed at the airport. Town cars are available and picks up passengers on the third floor of the Parking Garage. To arrange for a limousine or town car, dial #55 from a Travelers Information Board, use curbside phones, or go to a Ground Transportation Booth (inside Door #16 on the Baggage Claim Level or on the third floor of the Parking Garage). Rental cars are also available.

INFORMATION THAT MAY BE OF INTEREST:

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

The Hotel Deca website <http://www.hoteldeca.com/>

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. Format a blank MSWord document or your abstract as follows: Margins are: .top 25, bottom .29, right and left .25, page size 6.5 wide x 5.28 high in portrait mode (~340 words) font is 10 point Times or Times New Roman. Simple graphs and tables may be included if they fit within the space of the formatted MSWord document.
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 (2009 CHRC Annual Retreat) then either “Create a New Account” or log in as an Existing User. 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 forms and progress thru the pages until you get to the one where you can Browse and Upload your abstract. Once you do this, go to the next screen until you have a page that has your confirmation that it was uploaded successfully. Print this off for your records. 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 upload 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.

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