



**13th International
CHARGE Syndrome Conference
July 27 - 30, 2017
Call for Presentations**

**13th International CHARGE Syndrome Conference
July 27-30, 2017
Rosen Shingle Creek Hotel
Orlando, Florida**

**CALL FOR PRESENTATIONS:
PLATFORM, POSTERS, EXHIBITS, DEMONSTRATIONS,
AND ON-SITE RESEARCH PROJECTS**

Deadline for Submission: January 31, 2017

Lisa Weir, Program Chair

We are seeking proposals for the 13th International CHARGE Syndrome Conference, which will take place July 27-30, 2017 in Orlando, Florida. The conference is hosted by the CHARGE Syndrome Foundation, Inc. and serves as a venue for families and professionals to mingle and to provide information to individuals with CHARGE syndrome, their families and professionals. The 5th Annual Professional Day will be on Thursday July 27. The 13th International Conference begins with the evening reception on Thursday, July 27 through noon on Sunday, July 30.

Presenters are encouraged to apply to present at both Professional Day (shorter, more technical presentations, geared to other professionals) and the International Conference (longer presentations, geared to families), as well as to create posters summarizing their work. We ask that you complete separate proposals for each event (Professional Day and International Conference). *If there are other professionals that you think would be interested in this conference, please share this information with them.*

Send each Proposal separately as an email attachment (in **Microsoft Word** Arial 12 point font, 1" margins) to Lisa Weir (lisa@chargesyndrome.org)

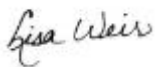
CFP Deadline: **January 31, 2017**. Notification of acceptance: **March 1, 2017**.

Return date for confirmation by presenters: **March 15, 2017**.

Handouts/outline/longer description of presentation for program: **May 15**

If you have questions/comments, please email Lisa Weir (lisa@chargesyndrome.org) or call (506) 651-3871.

Thank you for your interest in making a presentation at the 13th International CHARGE Syndrome Conference. We look forward to reviewing your proposal.



Lisa Weir, 2017 Program Chair

Speaker Reimbursement

All speakers are asked to seek funding from their employers or funding organization. If platform speakers need additional funding, they may request assistance from the Foundation and will be considered for assistance if funds are available; however, the Foundation attempts to utilize all available conference funds to assist families in attending the conference. Absent good cause, the Foundation will not waive registration fees or pay expenses at the CHARGE Syndrome Conference or Professional Day for speakers.

*Note: some professionals may be eligible for a Davenport Fellowship – more information can be found at <http://www.chargesyndrome.org/research/fellowships/>.

Conference Fees

Registration *if paid by June 1, 2017:*

- Professional Day: \$175 - This includes breakfast and lunch on Thursday
- Adults for International Conference: \$325 - This includes the Thursday night reception, breakfast, lunch, and dinner on Friday & Saturday, and breakfast on Sunday.
- Professional Day + International Conference: \$500

Registration *after June 1:*

- June 2 to July 15: add \$50 per person
- July 16 through onsite: add \$100 per person

Hotel Rates: \$149 per night (taxes included)

5th CHARGE Syndrome Professional Day

Professional Day (PD) is intended to be a venue for peer interaction among professionals. There will be platform presentations (typically 15-30 minutes, depending on the number of presentations), a poster session, and possibly panel discussions. We invite professionals working in the field of CHARGE syndrome to gather, share their ideas and talk about their work. There will be ample time to meet and mingle at lunch and breaks. There will be concurrent sessions on molecular/clinical and educational/therapy areas. In your proposals, we ask that you be as specific as possible about what areas you will be discussing. Presentations about best practices you have developed and other practical ideas are particularly encouraged, especially for educators and therapists. Although families are welcome to register and attend PD, presentations are intended to be peer-to-peer in their focus. We ask that you describe your intended audience to help participants choose presentations that are best suited to them.

PROFESSIONAL DAY PROPOSAL SUBMISSION REQUIREMENTS

Proposals for presentations must be submitted as a **Microsoft Word** Document [Arial, 12 point font with 1" margins] and **must include the following** items in the order listed:

1. Name as you wish it to appear in the program (Example: John Smith, PhD.)
 2. Institutional, professional, or business affiliation, if any
 3. Contact Info: Full Mailing Address
Email address
Telephone Number
 4. Professional Bio (please keep to approximately 1000 characters and in third person) -- how would you like yourself identified in this setting? Please tell us a bit about yourself and your connection to CHARGE.
 5. Specify the general area(s) of your presentation
 - a. Basic Science Research
 - i. *CHD7*
 - ii. Other (specify)
 - b. Clinical Approaches/Topics
 - i. Medical
 - ii. OT/PT/SLP, etc
 - iii. Other_____
 - c. Educational topics
 - d. Other_____
 6. Preferred type of presentation*
 - a. Platform
- I will also prepare a poster for the International Conference/Information Central (this is highly encouraged) YES / NO
 - b. Poster only
 7. Are you also submitting this topic for the International Conference?*
- a. Yes
 - i. Platform
 - ii. Poster only
 - iii. Other_____
 - b. No

*The program committee will make final decisions on type of presentation offered.

8. Target Audience – who will most benefit from your presentation – choose all that are appropriate and feel free to add detail
 - a. Basic science researchers
 - b. Clinicians
 - c. Educational/Behavioral/Therapists
 - d. Other _____
9. Title of presentation
10. Co-presenters (please list any titles and affiliations as they wish to have them appear in the program)
11. Abstract: 75 words. This will be printed in the program booklet and should help participants choose which presentations to attend
12. Presentation/Activity Description - Maximum 300 words
13. Objectives / knowledge or skills attendees will gain from this presentation or activity
(You will be asked to submit an outline / handouts by May 15, these will be made available to conference participants electronically)

Send each Proposal separately as an email attachment (**Microsoft Word**, Arial 12 point font, 1” margins) to Lisa Weir (lisa@chargesyndrome.org) with “2017 CHARGE conference proposal” in the subject line.

CFP Deadline: **January 31, 2017.**

Notification of acceptance: **March 1, 2017.**

Return date for confirmation by presenters: **March 15, 2017.**

Handouts/outline/longer description of presentation for program: **May 17, 2017**

If you have questions/comments, please email Lisa Weir (lisa@chargesyndrome.org) or call (506) 651-3871. Thank you for your interest in making a presentation at the 13th International CHARGE Syndrome Conference. We look forward to reviewing your proposal.

13th International CHARGE Syndrome Conference

Presentation Themes

Presentations at the International Conference build on these four general themes:

- **Behavioral Issues** – Topic examples: communication, OCD, etc.
- **Educational Issues** – Topic examples: assistive technology, ACR/IEP, therapies in educational settings, etc.
- **Adult Issues** - Topic examples: life planning, adult services, ACR, managing sexuality, vocational rehabilitation, independent living, etc.
- **Medical Issues** Topic examples: pulmonology, neurology, genetics, gastrointestinal, heart, cochlear implants, feeding therapy, etc.

**Please note: the program committee will also consider topics outside the four general themes.*

Types of Presentations

- **Platform presentations** – (typically 60-75 minutes) concurrent breakout sessions on Friday, July 27 and Saturday, July 28. Presentations at these sessions will be to large groups – primarily composed of parents. Due to time and space constraints, only a limited number of proposals for platform presentations will be accepted. Proposals that are family-friendly and meet needs in specific topic areas will be given priority. We also expect platform presenters to be available throughout the conference and during the Information Central Session to talk with conference participants. As the number of slots for platform presentations is limited, please also consider presenting your information as a poster during the Information Central Session.
- **Information Central Session: Posters, demonstrations, and exhibits** - a 2+ hour multi-purpose session on Friday afternoon following the breakout sessions. We hope to provide enough time for individuals to go through and stop at all areas of interest to them and chat with the presenters.

Poster Presentations: Posters should convey information in a format that encourages interaction with participants. Posters are particularly appropriate for topics that target specific groups (specific ages, specific conditions, etc). Posters will be displayed on a 4'x8' (122 x244cm) display sheet of cardboard. Tape will be provided to attach the poster. We would like to have all posters presented at both Professional Day and at Information Central of the International Conference. Authors are asked to be at their posters during PD poster session and Information Central session.

Exhibits: Exhibits are non-commercial displays by institutions, organizations, groups, or individuals during Information Central. Note: there will be a separate Exhibitor area for commercial displays throughout the International Conference.

Demonstrations: Demonstrations may include procedures and/or activities. Proposals should include a description of requirements for space, outlets, furniture, etc. It may not be possible to accommodate all requests.

- **On-site Research Projects:** Institutions and organizations with authorization to conduct human subject research may request to conduct research throughout the conference. **If you hope to be able to conduct research at the conference, please send a preliminary description of what you would like to do to Meg Hefner (meg@chargesyndrome.org) by the January 31 deadline.** Meg will then be in touch about research details.

INTERNATIONAL CONFERENCE PROPOSAL SUBMISSION REQUIREMENTS

Proposals for presentations must be submitted as a Microsoft Word Document [Arial, 12 point font, 1" margins] and must include the following items in the order listed:

1. Name as you wish it to appear in the program (Example: John Smith, PhD.)
2. Institutional, professional, or business affiliation, if any
3. Contact Info: Full Mailing Address
Email address
Telephone Number
4. Professional Bio (please keep to approximately 1000 characters and in third person) -- how would you like yourself identified to this group? Please tell us a bit about yourself and your connection to CHARGE:
5. Are you also submitting this topic for Professional Day*?
 - a. Yes
 - i. As platform
 - ii. As poster
 - iii. Other _____
 - b. No

6. Preferred type of presentation*:

- a. Platform
- b. Poster presentation
- c. Demonstration
- d. Exhibit

*The program committee will make final decisions on type of presentation offered.

7. Theme area you feel best fits your topic

- a. **Behavioral Issues** – e.g. communication, OCD, etc.
- b. **Educational Issues** – e.g. assistive technology, ACR/IEP, therapies in educational settings, etc.
- c. **Adult Issues** - e.g. life planning, adult services, ACR, managing sexuality, vocational rehabilitation, independent living, etc.
- d. **Medical Issues** e.g. pulmonology, neurology, genetics, gastrointestinal, heart, cochlear implants, feeding therapy, etc

8. Target Audience: who will most benefit from this presentation (choose all that are appropriate, and feel free to elaborate)

- a. Families interested in _____
- b. Parents of young children
- c. Parents of older children
- d. Families with teen/adults with CS
- e. Individuals with CS
- f. Medical professionals
- g. Educational /Therapy professionals
- h. Basic science researchers
- i. Other_____

9. Title of presentation

10. Co-presenters (please list any titles and affiliations as they wish to have them appear in the program)

11. Abstract: 75 words This will be printed in the program booklet and should help

participants choose which presentations to attend

12. Presentation/Activity Description - Maximum 300 words

13. List of Objectives: knowledge or skills attendees will gain from this presentation/activity

14. Handouts: You will be asked to submit an outline / handouts by May 15. These will be made available to conference participants electronically.