



Call for Proposals to Present

CANADIAN HARD OF HEARING ASSOCIATION (CHHA)
INTERNATIONAL FEDERATION OF HARD OF HEARING PEOPLE (IFHOH)
CONGRESS 2008

July 2-6, 2008 Sheraton Vancouver Wall Centre Hotel, Vancouver, British Columbia, Canada

Call for Proposals

The theme of the Congress is ***“Global Communications.”*** The congress sessions will be held over three days. Presentations will include Workshops, Panel Discussions and Poster Sessions.

This is a Call for Proposals to present at this Congress. Proposals are welcomed that relate to all ranges of hearing loss from infancy, and childhood, to young and older adults. This Congress will include a youth forum.

Proposals may involve innovative research, ideas, projects or topics related to hearing loss. This Congress aims to examine local and national issues in the global context. Suggested topics may be, but are not limited to:

- Global Challenges and Issues
- Quality of Life Issues for Persons with Hearing Loss
- Technology and Technical Advances
- Education and Employment Issues
- Early Childhood Intervention and Development Programs

The Congress will consist of three types of presentations:

- Workshops: One hour in duration. Involves presentation of material plus adequate time for discussion.
Panel Discussions: Two or three persons presenting for 10 to 15 minutes each, followed by discussion.
Poster Sessions: An opportunity to display information and to discuss a topic with delegates at a defined time.

We ask that all prospective presenters read and agree to the following concepts and instructions before proceeding to the Submission Form at the end of this document.

Proposals will be considered only if you (first person listed on proposal) verify that all co-presenter(s) (if applicable) consent to be included on the proposal, and if you and your co-presenters (if applicable):

- are able and willing to present on any day during the 2008 Congress
- plan to register for the 2008 Congress attend the Congress to present your topic
- take care of **all** expenses to present at and attend the Congress (i.e. preparing, copying, and shipping of presentation material, registration fee, travel, hotel, and subsistence)
- provide detailed information about your session at least two months in advance of the Congress
- agree to participate in publicizing the Congress by publication of your session
- agree to present all proposals in English
- agree to present in English at the Congress and to provide written materials in English. (Some exceptions for French presentations may be made on specific request.)

Guidelines for Submission

1. Prepare your **proposal** according to the following guidelines. Abstracts of accepted presentations will be printed in the Congress Program as submitted unless the Congress Committee edits for clarity and space.
 - **Full Title (Max. 25 words)** – The full title of your workshop. Successful titles convey the subject matter, pique the interest of the reader and identify potential audiences.
 - **Synopsis (Max. 30 words)** – A brief summary for publications in the conference program. It needs to give the reader an accurate idea of what the session will cover. These concise descriptions should convey the purpose and intent of the workshop, so that the Congress delegate can make an informed decision to attend your workshop.
 - **Abbreviated Title (Max. 10 words)** - A short version of the full title, which can be used in your submission.
 - **Presenter Information** – Including name(s) of all presenters, contact information for primary presenter, brief biography of all participants (100 words each).
 - **Workshop Objectives (Max. 125 words)** – List up to 3 objectives your workshop wishes to achieve. Please be descriptive and identify what delegates will learn from workshop.
 - **Description of Abstract (Max. 200 words)** – A lengthy write up on your presentation. The Selection Committee will base their decisions on this information. An effective submission will include background information, an overview of the presentation, a description of the format, key issues to be addressed, target audience, etc. If the workshop is reporting research include information on the methods used, findings and recommendations.
2. A completed Proposal Form and Abstract must be submitted electronically to Email: congress2008@chha.ca. **Deadline:** Proposals must be submitted by **September 1, 2007**. All submissions must be attached as word documents.
3. **Audio/Visual Requirements** must be identified prior to conference. Each room will be equipped with a podium, microphone and computer for Powerpoint presentation. List all additional equipment required for your presentation. Requests for equipment after June 1, 2008 or on-site will be accommodated only if the costs will be assumed by the primary presenter.
4. The Congress Program Committee reserves the right to allocate a submission to be a workshop, panel presentation or poster session and to combine more than one submission into a single session. Presenters will be notified in advance and agreement will be requested.
5. **Note:** please do not send “packaged presentations”, brochures or portfolios. They will not be reviewed or returned.
6. Successful applicants will be notified by mid-October 2007.
7. Confirmations of presentation must be made by November 1, 2007. The main presenter of accepted workshop and panel presentations will be required to submit the full presentation in specified electronic format by April 1, 2008. Poster presenters must present detailed information by this date.

Guidelines for Poster Presentations (on site)

The 2008 Congress will provide:

- One free-standing 1 metre wide x 1.5 meter high velcro board with your assigned number. The useable space allocated to each poster 1 m x 1.5 m.

To prepare your poster, kindly ensure that your poster materials are sufficiently large to permit easy reading of all materials, both text and illustrations, and do conform to the space allocated. Participants are expected to bring all material needed to set up your poster board (i.e. push-pins or velcro or double-sided tape). The 2008 Congress will not provide materials to set up your display.

Guidelines for Accepted Poster Presentations

1. Written summary of your abstract:
 - a. Objective(s)/Purpose of the study, project or activity
 - b. Methods used conducting the study, project or activity
 - c. Results of the study, project or activity
 - d. Conclusion(s)/Evaluation of the study, project or activity
2. Viewers should be able to understand your poster without listening to an explanation or reading a report. To improve readability of your poster, consider the following:
 - a. Top of your poster: title, author(s) and affiliation name. Sign lettering should not be less than 1" high.
 - b. Text: Use a minimal amount of text. Focus on 2 or 3 main points. Use one-line phrases with bullets to highlight key points rather than full sentences. Break up large amounts of text with indented paragraphs.
 - c. Type: Use large lettering, at least 3/8" high (approximately 24–30 points), but do not use all upper case letters. Simple, easy-to-read fonts, such as Arial, work best. If text is not legible from three to five feet away, the print is too small.
 - d. Graphics: Use basic charts, graphs, tables, clip art, drawings, symbols, color print and photos to illustrate key points.
 - e. Language: All poster sessions must be in English.

Schedule and Format of Poster Session

1. Informal "no lecture" format. It is not necessary to prepare a formal presentation—just be prepared to discuss any aspect of your paper on a one-to-one basis and to network with attendees. Plan to be available at your display to talk with conference attendees before the morning plenary or during lunch breaks.
2. We kindly ask that you respect the timetable as to contribute to the success of the poster dialogue sessions. Posters must be removed by the dismantling time as indicated. Any materials left after this time will be discarded.
3. Length of Session
Poster sessions will be open from 8:00 am to 5:00 pm on Thursday, July 3 and Friday, July 4. Posters must be displayed during the entire poster session.
4. Poster Tone
Displays must be content-related and reflect a scientific, unbiased, non-commercial tone. Please note that your poster schedule will be sent to you at a later date.

Should you have any questions, please contact the Congress Secretariat by e-mail at congress2008@chha.ca. All submissions must be done electronically in word documents as attachments. The Congress website is www.chha-ifhohcongress2008.com



Workshop & Poster Session Submission Form

Online version of this form can be found at www.chha-ifhohcongress2008.com

I will be submitting a Poster Session

I will be submitting a Workshop Presentation

I will be submitting a Panel Presentation

Primary Presenter:

Name: _____

Organization representing (if applicable): _____

Your mailing address: _____

Telephone: _____ Fax: _____ Email: _____

Biography: Yes, included in abstract

Co-Presenter(s):

Name: _____ Biography: Yes, included in abstract

Name: _____ Biography: Yes, included in abstract

Full Workshop Title (Max. 25 words):

Abbreviated Title (if applicable): _____

Workshop Objectives (Max. 125 words):

1. _____

2. _____

3. _____

Abstract of Workshop Proposal (Max. 200 words): Yes, included

Summary of Workshop Proposal (Max. 30 words): Yes, included

Audio-Visual requirements: Each meeting room is equipped with a podium, microphone and computer for PowerPoint presentation. List all addition equipment required for your presentation. Requests for equipment after June 1, 2008 or On-site will be charged to the presenter.

- Overhead Projector/Screen Flip chart & pens Other(specify) _____
 35 mm Slide Projector/Screen DVD Projection