

The 31st Annual Gravens Conference on the
Environment of Care for High Risk Newborns,
in collaboration with the March of Dimes

Revised June 21, 2017



The
Gravens
Conference

Jointly Provided by:



**Sheraton Sand Key Resort
Clearwater Beach, FL
Feb 28—Mar 3, 2018**

Conference Overview & Needs Assessment

In a perfect world, there would be no need for a NICU. Yet our reality is that babies continue to be born too sick, too soon, and with medical conditions requiring hospitalization. Activities in the NICU have a profound impact on the babies, their families and the staff. **What you do matters.** Your work has the potential to impact a neonate's health outcome, as well as that of the family and staff in the NICU.

Since the 1980s, neonatal care providers have worked to mitigate the stress experienced by babies, parents and providers. Doing so has involved change and its inherent struggles, but eventually we have adapted our NICU culture, policies and approach. We strive to nurture the developmental needs of babies and the emotional and informational needs of their parents through evidence-based knowledge in neurodevelopmental science, developmental care, healthcare design, and family support. This work continues at **The 31st Annual Gravens Conference.**

Join us in Clearwater Beach, Florida, on Feb. 28—March 3, 2018, as we explore research, learning and practice to examine **Social and Emotional Health of Babies, Families, and Staff.** The most current science, state-of-the-art research and leading practices will be presented over the course of four days.

Conference Highlights (include, but are not limited to)

- ♦ Many, many opportunities to network with colleagues, faculty and exhibitors
- ♦ Continuation of the "Gravens Affordability Scholarships"
- ♦ Complimentary Wi-Fi; bring your gadgets (fully charged as outlets are limited)
- ♦ NICU tour on Tuesday, Feb. 27th and Hartline Welcome reception on Tuesday night in the Exhibit Hall
- ♦ Exhibit Hall Grand Reception on Wednesday. Drawing for door prizes, including free registration for 2019
- ♦ Sunset dinner cruise on Thursday, March 1st.
- ♦ Presentation of 2018 Graven's Award

NICU Tour:

The NICU tour is a work in progress. The tentative hospital is Florida Hospital for Children in Orlando, the drive (ride) is 2+ hours in each direction. Consequently, the tour will be held on Tuesday, Feb. 27th instead of the traditional Thursday afternoon. Many details are still pending but the most likely departure time from the hotel is 9:30 am, with a return time near 5:00 pm. The number of people that can be accommodated is limited. Please send your request to attend the NICU tour to Bobbi Rose at brose@health.usf.edu.

Sunset Dinner Cruise: The StarLite Majesty has been reserved for the Gravens Conference for a sunset dinner cruise (with dancing) on Thursday, March 1st. Transportation to the marina from the Sheraton will be provided. Boarding begins at 5:30 pm and the ship sails at 6:00 pm, for a three hour cruise. You will have a choice of a chicken, seafood, or vegetarian entrée, vegetables, dessert, and beverages. (Alcohol and soda is self-pay.) Seating is limited to 280 passengers. Please carefully consider your decision to attend when asked at time of online registration. Obtaining an accurate count is paramount. (You can decide on entrée while on the ship.)

Guest tickets are \$47.



Target Audience

This program has been developed to meet the educational needs of healthcare practitioners such as Neonatologists, Pediatricians, Psychologists, Occupational Therapists, Parents / Families, Neonatal Nurse Clinicians / Practitioners, Family Support Staff, Architects, Clinical Nurse Specialists, Hospital Administration, Infant / Child Development Specialists / Social Workers / Counselors, and other professionals working with high-risk infants, their families or their physical environment.

Learning Objectives

As a result of participating in this activity, the learner should be able to

Physicians:

- **Identify** current research that contributes to understanding neurodevelopment, neuroprotection, emotional and mental health, and the role of nurturing in the NICU.
- **Interpret** the impact of NICU-related practices on parents, infants, and staff.
- **Compare** and contrast several 'best practices' for improving family support policies
- **Develop** strategies for applying current information to clinical practice in the NICU environment.
- **Integrate** strategies for cultural change in the NICU, including intrapersonal, interpersonal, clinical, environmental, and system change.
- **Integrate** the various components to consider when renovating or creating new construction of a NICU, through the presentation by a team that has a new unit.
- **List** three new professional and/or parent contacts that have the potential to collaborate on current of future projects, or to assist with problem-solving.

Nurses:

- **Identify** current research that contributes to understanding neurodevelopment, neuroprotection, emotional and mental health, and the role of nurturing in the NICU.
- **Interpret** the impact of NICU-related practices on parents, infants, and staff.
- **Compare** and contrast several 'best practices' for improving family support policies.
- **Develop** strategies for applying current information to clinical practice in the NICU environment.
- **Integrate** strategies for cultural change in the NICU, including intrapersonal, interpersonal, clinical, environmental, and system change.
- **Integrate** the various components to consider when renovating or creating new construction of a NICU, through the presentation by a team that has a new unit.
- **List** three new professional and/or parent contacts that have the potential to collaborate on current of future projects, or to assist with problem-solving.

Learning objectives apply to all professions in the target audience.

Competencies to be addressed:

*Patient Care and Procedural Skills; Medical knowledge; Practice-based learning and improvement;
Systems-based practice; Professionalism; Interpersonal and communication skills*

Accreditation:

Certificates of Attendance or certificates of continuing education credit are obtained online after the event. They must be claimed within 20 days.



Physicians: This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through a joint providership of USF Health and March of Dimes. USF Health is accredited by the ACCME to provide continuing medical education for physicians.

USF Health designates this live activity for a maximum of **20.25 AMA PRA Category 1 Credits™**. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Nurses FBN (Florida Board of Nursing):

USF Health is an approved provider of continuing education for nurses through FBN 50-2970. This program has been approved for **20.00** contact hours.

There are no prerequisites for nurses to participate in this activity. To complete this course, nurses must sign in each day, participate in all activities and complete the course evaluation.

Florida Licensed Psychologists:

USF Health is an approved provider of continuing education for Psychologists through the Florida Board of Psychology (provider number 2970). This program has been reviewed and approved for up to 20, continuing education credits. Licensee numbers are required prior to the issuance of certificates.

Florida Licensed Clinical Social Workers, Licensed Marriage and Family Therapists,

Licensed Mental Health Counselors: USF Health is an approved provider of continuing education credits for clinical social work, marriage and family therapy, and mental health counseling. This program has been reviewed and approved for up to **24.25**, 50-minute contact hours.

Florida Licensed Occupational Therapists: USF Health is an approved provider of continuing education for Occupational Therapy licensees by the Florida Board of Occupational Therapists. This program has been reviewed and approved for up to **24.25**, 50-minutes contact hours. Licensee numbers are required prior to the issuance of certificates.

Disclaimer: This information provided at this CME / CE activity is for continuing education purposes only and not meant to substitute for the independent medical/clinical judgment of a healthcare provider relative to diagnostic and treatment options of a specific patient's medical condition.

Call for Abstracts

The 31st Annual Gravens Conference on the Environment of Care for High Risk Newborns, *in collaboration with the March of Dimes*

February 28 – March 3, 2018

Abstract due date is November 1, 2017. Late Abstracts will not be accepted.

The Gravens Conference is dedicated to providing a forum for the continuing education of professionals working to improve the health outcomes of premature and sick newborns and their families, and to improve the professional environment for caregivers. In particular, the conference focuses on the science of fetal and infant development, developmental care practices, NICU design, family support programs, and the influential role the NICU environment has on neurodevelopment of the infant, function of the caregiving staff, and support for the family.

The conference committee invites you to submit an abstract for a variety of presentation options: oral abstract session (20-ish minutes), workshop session (75 minutes), or poster presentation, regarding NICU design, the study of creative approaches to developmental and environmental issues of the NICU, care practices and/or programs to assist staff, parents and families. This conference offers an opportunity to share your work and experiences with colleagues.

The theme for the 2018 conference is *the social and emotional environment for babies, families, and staff*. However, the abstracts may be on any applicable NICU topic.

Abstracts should include the following sections, as applicable.

1. Abstract Title
2. Authors' names, degree (s), and institution
3. Background and Purpose: problem statement or hypothesis as appropriate
4. Budget and Resources: cost of program and materials as appropriate
5. Program, Materials, or Methodology: also include any barriers to implementation and how they have been overcome
6. Impact or Results: major accomplishment of program / materials; qualitative and quantitative data*; evidence-based results, impact on stress, comfort, knowledge, and/or participation with the baby, and especially any health related outcomes. *If providing data, it must exist; "data to be obtained by conference date" is no longer acceptable.
7. Bibliography: for oral presentations, at least 3 related references that support the program
8. Implications for Family Support (if applicable)
9. Learner Objectives: 2-3

In the body of the email, please list the following:

1. Title of the abstract
2. Author's name, degree(s), position title, and email address
3. Name and location (city, state, country if international) of institution
4. IF the contact person is someone other than the author, please note that in the body of the email
5. **PRESENTATION PREFERENCE:** a) oral abstract session, b) workshop session, c) poster only, or d) no preference. (Please spell it out rather than provide just a lower case letter.)

Length of abstract: 1500 words maximum

Format: WORD, preference is Arial 12 pt, but font choice is optional.

Send abstract as an email attachment to Bobbi Rose at brose@health.usf.edu

You will get a reply within a day or two that the abstract was received. If you do not hear back, please call Bobbi Rose at (813) 974-6158, or send another email.

Decisions by the abstract review committee for oral considerations are expected by early Dec. 2017.

Notification will be by email. **The conference does not provide any support for abstract presenters, regardless of presentation outcome. Abstract presenters must register to attend the conference.**

The Graven's Award

The Stan and Mavis Graven's Leadership Award for Outstanding Contributions to Enhancing the Environment of Care for High Risk Newborns and Their Families is presented annually to an individual, or group, who has made a substantial contribution to the health and care of newborns in intensive care facilities

Nominations are requested for the 2018 Graven's Award

Nominations are due Nov. 1, 2017 to Bobbi Rose at brose@health.usf.edu

Criteria:

Individual (or group) who has made significant contributions to environmental and/or developmental care for high risk infants and their families. Examples of contributions might include:

- Development of a particular theoretical framework that has significantly changed practice.
- Contribution to the scientific literature that provides substantial evidence for practice change.
- Recognition by other organizations and entities of significant contributions to the field.

Individual (or group) who has shown exemplary leadership qualities in the field of environmental and/or developmental care for high risk infants and their families. Examples of contributions might include:

- Publications of standards and/or practice guidelines that are recognized nationally and/or internationally.
- Contribution to numerous committees and/or organizations that provide direction to professionals in related fields.
- Development of perspectives and/or approaches that have significantly changed practice.
- Recognized by peers as leaders in the field.

Nomination Process:

- Email nominations to the conference coordinator, Bobbi Rose at brose@health.usf.edu. A WORD document as an attachment is preferred.
- Nominations submitted to the committee must include documentation of how the nominee meets the criteria listed above.
- Nominations must include names and contact information for three references for the committee to contact, if further documentation is needed.

Nominees will be screened by the nominating committee and recommendation of two nominees will be presented to the Co-Chairs for final selection by **December 1** prior to the next Gravens meeting.

Nomination material, including background information, rationale for nomination and any letters of recommendation for the selected individual will be provided to the Co-chairs for use in developing a congratulatory message at the Gravens meeting.

Past Recipients	
2017	No award presented
2016	Dr. Robert 'Bob' Cicco
2015	Dr. Betty Vohr
2014	Vermont Oxford Network
2013	Ms. Judy Smith
2012	25th Anniversary Celebration. No award presented.
2011	Dr. Jennifer Howse
2010	Dr. Carole Kenner
2009	Dr. Mardelle Shepley
2008	Dr. Heidelise Als
2007	Ms. Beverley Johnson
2006	Dr. Stan & Mavis Graven

National Perinatal Foundation / Gravens Affordability Scholarship

To help broaden participation at The Gravens Conference, the Chiles Center at the University of South Florida is offering a limited number of *affordability scholarships* to clinicians and allied healthcare workers who have a compelling need and lack adequate funding or sufficient employer support to otherwise attend. The scholarships are funded by the generous donation from the **National Perinatal Foundation** to the USF Foundation. The overarching goal of the donation is to improve the health outcomes of mothers and babies. The scholarship is limited to US applicants.

Conference management believes it takes a team to create and sustain change.

The applicant **MUST** be part of a four person team that attends. All members of the team may apply, or a subset of the team may apply for the scholarship. The team **MUST** include a physician and a nurse. The other members can be physicians, nurses, parent representatives, social workers, therapists, etc. One of the team members **MUST** have an administrative leadership role.

The scholarship will cover: ♦registration, ♦up to 4 nights of lodging at the conference hotel, valued at \$1450 per person.

Complete the application form, and return to Bobbi Rose, brose@health.usf.edu by end of the day on **November 30, 2017**. You may use the application form, or put all the information into a WORD document. She will confirm that application was received. A Gravens Conference committee will review all completed applications and provide feedback to all by **January 13, 2018, sooner if possible**.

National Perinatal Foundation / Gravens Affordability Scholarship Application Instructions

Specific Requirements:

The applicant **MUST** be part of a four person team that attends. All members of the team may apply, or a subset of the team may apply for the scholarship. The team **MUST** include a physician and a nurse. The other members can be physicians, nurses, parent representatives, social workers, therapists, etc. One of the team members **MUST** have an administrative role.

Applicant Information: (You may print this page and fill in the information, or include the information on a WORD document, along with your reply to the 4 open-ended questions listed below.) Submit to Bobbi Rose at brose@health.usf.edu or fax: 813-974-5172 by the end of the day on **November 30, 2017**.

Open ended questions (put into a WORD document):

1. Why do you want to attend?
2. How will training be used specifically in your hospital / organization?
3. What is your justification for the need for funding?
4. Why should you be selected?

Name/Degree(s):	Phone:	
Email:	City/State:	
Organization / Job Title:		
Other team members attending (or applying for scholarship)		
Name:	Degree:	Title:
Name:	Degree:	Title:
Name:	Degree:	Title:

Conference Chairs

Stanley N. Graven, MD

Founder & Coordinating Chair

Professor Emeritus
College of Public Health
University of South Florida
Tampa, FL

**Joy Browne, PhD, MSN, BSN,
PCNS, IMH-E (IV)**

Developmental Care Chair

Clinical Professor
Pediatrics and Psychiatry
University of Colorado
Denver Anschutz Medical Campus
Director
Center for Family and Infant Interaction
NIDCAP, FIRST, FIFI
WONDERBabies
Aurora, CO
Adjunct Faculty
Fielding Graduate University
Santa Barbara, CA
Zero to Three Academy of Fellows

Robert D. White, MD

Design Chair

Neonatologist
Regional Newborn Program
Memorial Hospital of South Bend
South Bend, IN

George A. Little, MD

Spiritual Support Chair

Professor of Pediatrics and OB/GYN
Dartmouth-Hitchcock Medical Center
Lebanon, NH

John V. Hartline, MD, FAAP

Scientific Session Chair

Clinical Professor Pediatrics
University of Wisconsin-Madison
Editor-in-Chief, NeoReviewsPlus(c)
American Academy of Pediatrics
Elk Grove Village, IL

Vincent C. Smith, MD, MPH

Associate Director of NICU
Beth Israel Deaconess Medical Center
Assistant Professor in Pediatrics
Harvard Medical School
Boston, MA

Faculty, Chair, and Leadership Committee Disclosure

USF Health adheres to ACCME Standards regarding commercial support of continuing medical education. It is the policy of USF Health that the faculty and planning committee disclose real or apparent conflicts of interest relating to the topics of this educational activity, that relevant conflicts of interest are resolved, and also that speakers will disclose any unlabeled / unapproved use of drugs or devices during their presentation. Detailed disclosure will be made in the course syllabus.

Gravens Conference Leadership Committee

Joy Browne, PhD, MSN, BSN,
PCN-BC, IMH-E
Co-Chair

Michelle Cash Green, BS
March of Dimes
Chapter NICU Action Committee
Methodist Hospital
Indianapolis, IN

Paige Terrien Church, MD
Director, Neonatal Follow Up Clinic
Sunnybrook Health Sciences Centre
Toronto, ON, Canada

Robert Cicco, MD
Neonatologist (Retired)
Pittsburgh, PA

Stanley N. Graven, MD
Co-Chair

Lori Gunther, MS
Director Quality Assurance and Strategy,
NICU Initiatives
National Office
March of Dimes
White Plains, NY

James Harrell, FAIA, FACHA, EDAC
Senior Medical Planner
PDT Architects, LLC.
Cincinnati, OH

John V. Hartline, MD, FAAP
Co-Chair

Kathleen Kolberg, PhD
Assistant Dean of Undergraduate Studies
College of Science
Center for Health Sciences Advising
University of Notre Dame
Notre Dame, IN

Christie Lawrence, DNP, RNC-NIC, APN/CNS
Clinical Nurse Specialist
Instructor College of Nursing
Department of Women, Children and Family Nursing
Rush University Medical Center
Chicago, IL

George A. Little, MD
Co-Chair

Elizabeth MacMillan-York, RN
NICU Design Team Leader
Sunnybrook Health Sciences Centre
New Women's College Hospital
Toronto, ON, Canada

Jennifer Marshall, PhD, CPH
Assistant Professor
College of Public Health
University of South Florida
Tampa, FL

Laura Miller, BA
Managing Consultant, NICU Initiatives
National Office
March of Dimes,
White Plains, NY

Kathleen Philbin, PhD, RN
Consultant, Researcher
Moorestown, NJ

Bobbi Rose, BSW, MA, MPH
Conference Coordinator
The Chiles Center
College of Public Health
University of South Florida
Tampa, FL

William Sappenfield, MD, MPH
Professor and Chair
Dept. of Community and Family Health
Director
Lawton and Rhea Chiles Center for Healthy Mothers
and Babies
University of South Florida
Tampa, FL

Mardelle Shepley, DArch, MArch
Professor
Design + Environmental Analysis
College of Human Ecology
Cornell University
Ithaca, NY

Gravens Conference Leadership Committee

Judy Smith, MHA

Principal
Smith Hager Bajo
Scottsdale, AZ

Vincent C. Smith, MD, MPH

Co-Chair

Juzer Tyebkhan, MBBS, MRCP, FRCPC

Neonatologist
Stollery Children's Hospital
Northern Alberta Neonatal Program
Royal Alexandra Site
Edmonton, Alberta, Canada

Robert D. White, MD

Co-Chair

Faculty (as of June 2017)

Nancy Feinstein, PhD, RCN

Vice President
COPE for HOPE, Inc.
Hammondsport, NY

Michael T. Hynan, PhD

Member, National Perinatal Association (NPA)
Professor Emeritus
Clinical Psychology
University of Wisconsin—Milwaukee
Milwaukee, WI

Ginny Shaffer

Parent Navigator
Children's Hospital at Providence
Anchorage, AK

Mardelle Shepley, DArch, MArch

Judy Smith, MHA

Sarah Watamura, PhD

Associate Professor
Department of Psychology
University of Denver
Denver, CO

Dieter Wolke, PhD, Dipl-Psych C. Psychol

Professor
Department of Psychology
University of Warwick
Coventry, UK

Agenda (as of June 2017, and subject to change)

TUESDAY, FEBRUARY 27, 2018

TIME

SESSION / EVENT

9:30 AM-ISH

NICU Tour to Florida Hospital in Orlando, FL (will take most of day)
Expected return time of 5:30 pm

7:00 —9:00 PM

Hartline Welcome Reception

WEDNESDAY, FEBRUARY 28, 2018

TIME

SESSION / EVENT

7:00 —8:00 AM

BREAKFAST

7:45—8:00 AM

8:00—9:00 AM

Title TBD; Parent Panel

9:00 —10:00 AM

Title TBD, toxic stress theme (*Sarah Watamura, PhD*)

10:00 —10:30 AM

BREAK

10:30 —11:30 AM

Title TBD, long term impact of prematurity (*Dieter Wolke, PhD*)

11:30—12:30 PM

12:30—1:45 PM

LUNCH ON OWN

1:45—2:45 PM

2:45—3:45 PM

3:45—4:15 PM

BREAK

4:15—5:15 PM

ADJOURN, RELAX, AND RETURN FOR PM ACTIVITIES

6:30—8:30 PM

Exhibit Hall Reception, Poster Walk, Door prize raffle (food & beverage provided)

THURSDAY, MARCH 1, 2018

TIME	SESSION / EVENT
7:30—8:30 AM	BREAKFAST: NETWORKING TABLES
8:30—9:30 AM	The Neonatal Intensive Parenting Unity (Michael Hynan, PhD, ++)
9:30—9:45 AM	BREAK; CLOSE AIR-WALLS
9:45—1:00 PM: TRACK A DEVELOPMENTAL CARE (JOY BROWNE, PHD)	9:45—1:00 PM: TRACK B DESIGN (BOB WHITE, MD)
COPE for Hope (Nancy Feinstein, PhD, RCN)	New Unit Design: Memorial Hospital in South Bend (Bob White, MD)
	(TBD) What the Hotel Industry can Teach Hospitals
	Design with Mental Health in Mind (Mardelle Shepley, D.Arch)
11:45—12:00 PM BREAK	11:45—12:00 PM BREAK
	“Right-sizing” Rooms for Couplet Care (Judy Smith, MHA)
SESSIONS ADJOURN FOR THE DAY	

SUNSET DINNER CRUISE 6:00—9:00 PM. (MUST SIGN UP IN ADVANCE.) TRANSPORTATION STARTS AT 5:00 PM

FRIDAY, MARCH 2, 2018

TIME	SESSION / EVENT
7:00—8:00 AM	BREAKFAST
8:00—10:00 AM	ABSTRACT SESSIONS
10:00—10:30 AM	BREAK
10:30—11:45 AM	WORKSHOPS “H”
H1:	Crowd Sourcing: Design (Bob White, MD)
H2:	Family Support theme
H3:	
H4:	Developmental Care Consensus Standards (Joy Browne, PhD; Carol Jaeger, DNP)

11:45—1:15 PM	LUNCH ON OWN
1:15—2:30 PM	WORKSHOPS “I”
I1:	
I2:	
I3:	
I4:	Neonatal Intensive Parenting Unit (<i>Michael Hynan, PhD; ++</i>)
2:30—3:00 PM	BREAK
3:00—4:15 PM	WORKSHOPS “J”
J1:	
J2:	
J3:	
J4:	
4:15 PM	SESSIONS ADJOURN FOR DAY

SATURDAY, MARCH 3, 2018	
TIME	SESSION / EVENT
7:00—8:00 AM	BREAKFAST
7:55—8:00 AM	Welcome (<i>George Little, MD and Ron Green, PhD</i>)
8:00—10:30 AM	<i>Spirituality in the NICU</i> Mind the (Spiritual) Gap: Lessons Learned (<i>Ron Green, PhD & George Little, MD</i>)
10:30—11:00 AM	BREAK (check out of hotel!)
11:00—11:30 AM	<i>Family Presentation</i>
11:30—11:50 AM	Wrap-Up (<i>Bob White, MD; Joy Browne, PhD</i>)
	FAREWELL UNTIL 2019

*Meeting Location &
Accommodations*



Sheraton Sand Key Resort
1160 Gulf Blvd.
Clearwater Beach, FL 33767
Phone: 727-595-1611

www.sheratonsandkey.com

Sheraton Sand Key:

A limited number of rooms have been reserved for this meeting at a special rate of **\$200** (plus tax, currently 13%) for single/double occupancy. Total per night comes to \$226.

For reservations, call 727-595-1611 (not the national sales office) and identify yourself as a participant of the **USF Gravens Conference** to receive the special group rate. The deadline to receive the group rate is **January 23, 2018**. **The hotel sells out every year. Do not wait until the last minute.** The hotel has complimentary parking.

If you prefer to make online reservations, please visit:

Dress is casual throughout the conference. Please bring a jacket to the meeting rooms, as they are often cold.

Overflow Hotels (Tentative)

Marriott Suites on Sand Key at 1201 Gulf Blvd., Clearwater Beach, FL 33767. (This hotel is across the street, and down about a block. Excellent rooms for a roommate situation.)

Rates: \$xxx + 13% tax, which becomes \$xxx.xx a night. The cut-off date is on or before midnight Feb. x, 2018. This room block is small, so if interested, book early.

Parking is complimentary.

Call in number: (727) 596-1100 (state "USF Gravens Conference") or online reservation at:

XXXXXXXXXX

Airport & Ground Transportation: The two airports nearest the hotel are Tampa International Airport (TPA) and St. Petersburg/Clearwater airport (PIE). Both airports offer car rental and SuperShuttle. Reservations can be made at www.supershuttle.com or 1-800-282-6817. SuperShuttle from Tampa airport is approximately \$25 one way, or \$50 RT. Taxi fare from Tampa airport can exceed \$60. For more information on Tampa airport, visit www.tampaairport.com, and for information on the St. Petersburg/Clearwater airport, visit <http://www.fly2pie.com/>.

There is a local company that makes Tampa airport/Sheraton runs for \$45 (plus tips) per van, not per person. If you are part of a group, this might be the most cost effective. The web site is www.freebeachride.com or call Tony at 727-678-4741. (This tip is courtesy of a past conference attendee.)

Registration Information

Registration Fees:

REGISTRATION OPTIONS	Early Bird (through 01/31/18)	Late (Feb. 1 onwards)
Full Conference (Wednesday through Saturday)	\$675	\$750
Full Conf., Early Bird, Group Discount* (\$25 discount, per person for group of 3 or more from same organization; only good for full conference, Early registration)	\$650	N/A
Single Day – Wednesday Thursday Friday Saturday	\$225	\$250
Will you attend the Sunset Dinner Cruise on Thursday night? (free to registrant, but limited seating)	Yes / No	
Guest ticket for Sunset Dinner Cruise	\$47	

Gravens Conference Registration Fee Includes (per participant): Attendance at the conference, continuing education credit, exhibits, Hartline reception, Exhibit Hall reception, Poster session, continental breakfast and breaks each day, Sunset Dinner Cruise (limited seating), and the conference syllabus, which will be electronic. This assumes full conference fee. If single day registration is chosen, only the activities scheduled for that day are included.

Refund & Cancellation Policy: Cancellations must be requested in writing via fax to 813-224-7864 or email to cpdsupport@health.usf.edu, and received by January 31, 2018 in order to receive a refund. A \$100 cancellation fee will be assessed to cover administrative costs. There are no refunds for no-shows or for cancellations received after January 31, 2018; however, substitutions are welcome without penalty.

USF Health Office of Continuing Professional Development and March of Dimes reserves the right to cancel this activity due to unforeseen circumstances, in which case, the full registration will be refunded. USF Health and March of Dimes will not be responsible for travel expenses incurred by participants in the unlikely event that the program is cancelled.

Confirmations: Confirmation will occur upon completion of the online registration.

Payment Policy: Checks must be made payable to USF HPCC #131 (University of South Florida, Health Professions Conferencing Corp., program #131). Payment by credit card may be done via online registration. Visa, MasterCard, Discover and American Express are accepted. Payment is in US dollars only. Therefore, all credit card transactions are processed in US dollars and are subject to the current exchange rate. If payment needs to be by bank transfer, contact Bobbi Rose at brose@health.usf.edu

Questions or Assistance: If you have activity questions or concerns credit, please contact cpdsupport@health.usf.edu or call 813-224-7860.

Equal Opportunity & Accommodations for Disabilities:
USF is an Equal Opportunity / Affirmative Action / Equal Access Institution.

For disability accommodations contact USF HPCC at 800-852-5362 or 813-224-7860, or email Bobbi Rose at brose@health.usf.edu a minimum of ten (10) working days in advance of the event

Registration Information

ONE EASY WAY TO REGISTER; TWO EASY WAYS TO PAY

ONE EASY WAY TO REGISTER: Registration is easy.

Go to www.cme.hsc.usf.edu and click on "Course Calendar") Sort by end month (March 2018).

Find The Gravens Conference and click on Register.

TWO EASY WAYS TO PAY:

Pay by Credit Card Online: A payment confirmation will be emailed to the participant.

Pay by Check: After registering online, a payment voucher with instructions will be emailed to the participant. Registration will not be confirmed until payment is received.

(Bank Transfer: contact Bobbi Rose at brose@health.usf.edu)

Checks must be made payable to USF HPCC (USF Health Professions Conferencing Corporation). Federal ID number is 16-1765073. Only US Dollars are accepted. A \$25 fee will be charged on any returned checks.

Mail the payment form with an enclosed check, in USD, to:

USF Health Professions Conferencing Corp.

Attn: AE 2018 131 1183

PO Box 628263

Orlando, FL 32862-8263

Information needed to register online:

We recognize that organizations send teams, and often it is the administrative assistant of the unit that is responsible for registrations. Below is a check list of items that the admin assistant will need to obtain from the attendees in order to complete the online registrations. If payment is by check, rather than the corporate credit card, be sure to untick the default setting for credit cards.

- ☐ First Name and Last Name
- ☐ Academic degree(s), Gender, Birthday (mm/dd)
- ☐ License Number (if applicable)
- ☐ Email address
- ☐ Organization
- ☐ Home address (including city, state and zip). (Organizational address is ok, but home address is preferred.)
- ☐ Professional Profile, for example: Physician, Nurse, SLP, OT, Dietician etc.
- ☐ Any special needs that would require a reasonable accommodation of a disability?
(If so, email me details within 10 working days of event to: brose@health.usf.edu.)
- ☐ Any allergies that would require me to notify the hotel kitchen? Examples include nut allergies, Celiac disease etc.
- ☐ And finally, if they already exist in the USF's Continuing Professional Development's registration system, they have a password. You would need to know it. If you are creating a profile for the first time, let the person know what password you've created. They can change it later.

Admin: Please ask the conference attendee about his/her interest in attending the sunset dinner cruise. The seating is limited, and as such, getting as accurate a head count as possible is critical.