

**American Federation for Medical Research
and
Participating Societies**

**Regional Meetings
Call for Abstracts**

Take Advantage of the Various Travel Award Opportunities



**Western Regional
Meetings**

**January 28-30, 2016
Carmel, California**

**Abstract Deadline:
October 1, 2015**

CME credit has been filed with the American Academy of Family Physicians. Determination of credit is pending.

Photos courtesy of PDPhoto.org

**Southern Regional
Meetings**

**February 18-20, 2016
New Orleans, Louisiana**

**Abstract Deadline:
October 9, 2015**

Jointly sponsored with Tulane University Health Sciences Center, Center for Continuing Education

This activity has been approved for AMA PRA Category 1 Credits™



Abstract Deadlines and Meeting Dates

Western Regional Meetings*

Carmel, California

Application for CME credit has been filed with the American Academy of Family Physicians. Determination of credit is pending.

MEETING DATES:

January 28-30, 2016

PLACE:

Sunset Center
San Carlos between 8th and 9th
Carmel, California
Phone: 831/624-3996

ABSTRACT DEADLINE:

October 1, 2015

PARTICIPATING SOCIETIES:

CTS	California Thoracic Society
WAFMR	Western Section - American Federation for Medical Research
WAP	Western Association of Physicians
WSCI	Western Society for Clinical Investigation
WSPR	Western Society for Pediatric Research
WSMRF	Western Student Medical Research Forum and Residents Forum

CLUB MEETINGS:*

Western Dysmorphology Club
Western Perinatal Club
Western Respiratory Club

Southern Regional Meetings

New Orleans, Louisiana

This activity has been approved for AMA PRA Category 1 Credits™

MEETING DATES:

February 18-20, 2016

PLACE:

InterContinental New Orleans
444 St. Charles Avenue
New Orleans, Louisiana
Phone: 504/525-5566

ABSTRACT DEADLINE:

October 9, 2015

PARTICIPATING SOCIETIES:

APA	Academic Pediatric Association
ASN	American Society of Nutrition
SAFMR	Southern Section - American Federation for Medical Research
SSCI	Southern Society for Clinical Investigation
SSPR	Southern Society for Pediatric Research

Important Information

This abstract brochure is for the 2016 AFMR regional scientific meetings and meetings of other participating societies held in conjunction with these meetings. Included in the Call for Abstracts brochure is information unique to the Western and Southern regional meetings. Investigators may submit abstracts to any of the regional meetings regardless of the section or geographic area in which s/he resides. Please use the appropriate electronic submission form for each of the regional meetings which is found on the Internet at <http://wrm2016.abstractcentral.com> or <http://srm2016.abstractcentral.com>. It is **required of all abstract submitters** complete a CME Disclosure Form. This is available when you log in to submit your abstract. You must fill this form out in order to continue. For further information on the Regional Meetings please visit the AFMR website (<http://www.afmr.org>). **Please note: The abstract fee is separate from the registration fee.** You must also register to attend the meeting if you are presenting an abstract. It is REQUIRED that you submit your abstract electronically. If you encounter problems submitting your abstract electronically, please contact ScholarOne directly: Technical Support: 888-503-1050 / 434-964-4100 or email: ts.acsupport@thomson.com. Technical Support Hours: 12:00 AM-8:30 PM ET Monday-Friday. If other questions arise, email admin@medpubinc.com or call 734/699-1217 for assistance

Information for Fellow Trainees and Jr. Faculty for the Western and Southern Meetings

WESTERN MEETING: The Carmel AFMR Scholars Program at the Western Regional Meetings in Carmel was created thirteen years ago to honor the academic contribution of junior physician scientists. Scholars who submit an abstract and receive a high score will present in a subspecialty session. We strongly encourage Fellows/Jr. Faculty to submit abstracts to the 2016 meeting. This meeting is in an atmosphere that allows networking among physician-scientists.

SOUTHERN MEETING: Due to the success of the SSCI Nephrology Young Investigators' Forum, we will continue this program in 2016 for fellows. It will be held at the InterContinental New Orleans on Wednesday, February 17, 2016. This postgraduate competition is designed to create a subspecialty forum for oral presentation for fellows training in this subspecialty. This competition is also designed to create a subspecialty atmosphere for networking with other fellows. Those abstracts selected will receive reimbursement for travel, hotel and registration expenses for the forum and the Southern Regional Meeting. We expect that these abstracts will also be submitted to the Southern Regional Meetings. Fellows who are selected for this forum are not eligible for other awards, but may apply. Please see www.sscweb.org for further details regarding information about abstract submission/deadline. The Cardiovascular Club is offering its own program for cardiology trainees. There will be a separate check box on the submission form labelled Cardiovascular Case Report for this program.

Abstract Policies

No revisions or changes will be accepted to submitted abstracts after the deadline.

1. All abstracts are peer-reviewed and ranked on the basis of scientific merit by experts in the category selected. The Program Committees use these rankings to develop the final meeting program. Abstracts submitted for presentation (whether or not selected for presentation) will be published at the discretion of the Regional Program Committees. **The decisions of the Program Committees are final.** Abstracts will not be reviewed if received after the deadline.
2. The committee will decide on oral and poster presentations. Submitter will not be given a choice upon submission.
3. AFMR requires a **nonrefundable** abstract fee of **\$75.00** to cover the costs of processing, review and/or publication. This is **separate** from the registration fee. You must register to attend the meeting if you are presenting an abstract. Include separate payment with each abstract submitted. Payment must be made by credit card (American Express, MasterCard, or Visa). **No checks or purchase orders will be accepted.**

4. **INFORMED CONSENT AND DISCLOSURE:** AFMR has adopted guidelines for conflicts of interest (see Clinical Research, Volume 38, Number 2, April, 1990). Investigators should consider and disclose potential conflicts of interest in connection with papers presented at the regional meetings. Each abstract **must** comply with the following:
- (1) personal responsibility for assuring that, at the time of the meeting for which it is being considered, the material herein will not have been published;
 - (2) the material may have been presented at another regional or national meeting with a focused audience like a subspecialty meeting, such that the material will be new to the broader audience;
 - (3) that if accepted, an eligible author is prepared to present it;
 - (4) that any animal studies conform with the "Guiding Principles in the Care and Use of Animals" of the American Physiological Society;
 - (5) that any human experimentation was conducted according to a protocol approved by an Institutional Review Board on ethics of human investigation (if no such Board exists, please state in a separate letter what standards were used to assess the ethical property of the protocol); and
 - (6) that potential conflicts of interest will be disclosed at time of presentation of abstract. All potential conflicts of interest should be detailed in a separate letter and sent via email with your abstract. Such information will not be available to the abstract review committee and will not prejudice review of the abstract.
- Exception for WSPR Members only:** The material may have been presented at another regional or national meeting with a focused audience like a subspecialty meeting, such that the material will be new to the broader audience of the Western meeting. A statement documenting that the material has been presented previously should be included in the conflict of interest disclosure described above.

Abstract Procedures

Step-by-Step Instructions for Electronic Submission. All users are considered New and must Create an Account.

1. For the **Western Regional Meeting** proceed to: <http://wrm2016.abstractcentral.com>. For the **Southern Regional Meeting** proceed to: <http://srm2016.abstractcentral.com>
2. The first step is to "Create an Account". Information is not saved from one year to the next. Click on the "Create an Account" link in the left side bar menu. During account creation, please bear in mind:
 - A. All fields with a red asterisk are required.
 - B. Your e-mail address is the primary method of correspondence. All system e-mails and other notifications related to the meeting will be sent to this address. Please keep your e-mail address up-to-date!
 - C. The User ID and password that you create will be needed to log into the site after your account is created. Your User ID must be at least 6 characters long and can be a combination of letters and numbers. User ID and Password are case-sensitive.
 - D. The last step in creating your account is to request a "role." For example, if you are requesting the "Abstract Submission" role, you need only check the box and you will receive the role automatically. You will then be able to submit an abstract by logging in, then clicking on the "Submission" tab at the top of the page. If you are not the presenter, you must have all of their information to complete the submission.
3. Once you have logged in using your User Name and Password, click on the Submission tab at the top of page, then on the "Create a New Submission" link located on the left-hand menu bar.
4. It is recommended that you step through the submission pages in a methodical manner, going page by page and filling in the information as you go along, beginning with **Step 1: Title/Body page**.
5. The title must be brief and indicate clearly the nature of the investigation. The title should be entered in UPPERCASE letters. PLEASE DO NOT enter the title in mixed case. **Abbreviations must not be used in the title.**
6. Do not include authors or institutions in the body of your abstract. Type or copy/paste each section of the abstract body into their respective fields. On Step 1: Title/Body page, the body of the abstract must be separated into the fields designated as: **Purpose of Study, Methods Used, Summary of Results, and Conclusions**, respectively.
7. You must complete the Joint Meeting and Tulane Disclosure Statement on **Step 2: Disclosures page**.
8. There is a limit of 2500 characters for the text of your abstract submission. This includes authors, institutions, tables, images, abstract title, abstract body, as well as all spaces.
9. You may add as many tables as you wish. However, each row in the table will deduct approximately 50 characters from the character limit of 2500 characters.
10. Please enter all authors in the order they should appear in the heading of the abstract. Complete contact information must be entered for the Presenting Author and the Contact Author. Only name and email address are required for co-authors. If you (the Contact Author) are not the Presenter on an abstract, you will need to provide full contact information on the Presenter.
11. Enter all department and institutional affiliations. Department is an optional field. Only three (3) institutional affiliations will be allowed per author. You do not need to enter institutions in a particular order to be able to designate author affiliations.
12. Carefully check the proof of your abstract. Make sure all special characters and formatting is displaying properly in your proof. If you find errors, return to the appropriate page by clicking on the page name in the sidebar menu, and make your corrections.
13. If you have not completed all required sections/items you will not be able to submit your abstract. In the case of missing items, you will be prompted to enter the missing information. When all required information is entered, click "Submit" to submit your abstract. **Payment is required to complete submission of the abstract.**

Abstract Deadline:
October 9, 2015



Meeting Dates:
February 18-20, 2016

Joint Plenary Session, Workshops and Satellite Symposium

Please register for the Southern Regional Meetings and workshops online at www.cme.tulane.edu. The following workshops are open to all meeting registrants; however, pre-registration is requested to guarantee space. A second mailing of the meeting brochure will be mailed to members in late November. The brochure will also be available online and can be downloaded at www.afmr.org or www.ssciweb.org.

Joint Plenary Session

Saturday, February 20, 2016; 9:00 AM – 11:30 AM

Please join us for an exciting session entitled "From Molecules to Humans: The Impact of the Microbiome on Obesity and Inflammation"

Manuscript Preparation and Peer-Reviewed Publication

Thursday, February 18, 2016; 12:00 PM – 4:00 PM

This workshop will address multiple aspects of publication in scientific journals. Presenter will discuss preparation of materials, including the initial decision that the data are sufficient to justify publication. Issues related to manuscript writing will include length, focus, adherence to journal formats, and referencing. The editorial process from submission to publication will be described in-depth with particular attention to ways in which authors can interact with journal editors. Another section will cover ethical issues in publication including review boards, authorship, duplicate publication, intellectual property rights, and conflict of interest. There will be open discussion of sample cases and questions derived from the experiences of the participants. The presenter is Associate Editor, Dr. Thomas Welch, of The Journal of Pediatrics.

Clinical Case Symposium

Thursday, February 18, 2016; 12:00 PM – 2:00 PM

The Adult or Pediatric Clinical Case Symposium is devoted to the presentation and discussion of clinical case abstracts highlighting diagnostic and/or management issues. Clinical case descriptions, unique characteristics, treatment/interventions, and results/outcomes are all suitable for presentation at the Clinical Case Symposium. There will be two concurrent sessions: Adult and Pediatrics. A subset of abstracts will be selected for presentation and there will be a discussion among the authors, participants and experts in the field. At the time of abstract submission, the appropriate abstract category must be checked in order to be considered for the Adult or Pediatric Clinical Case Symposium.

Moving Your Clinical Case Presentation into a Published Manuscript

Thursday, February 18, 2016; 2:15 PM - 4:00 PM

This activity will target students, trainees and faculty. Scholarly activity is an important facet of medical training and academic medicine. In this workshop, aspects related to developing a clinical case presentation into a manuscript awaiting submission and choosing the optimal journal for submission will be discussed. The audience will view and discuss how two abstracts selected from the SRM 2016 meeting were moved from the presentation phase to the manuscript phase.

Career Development for Clinician Educators

Friday, February 19, 2016; 1:00 PM - 5:00 PM

The topics that will be covered are: Making Career Decisions: Career Development Plans, Scholarship Options, Promotion and Tenure, Choosing Projects: Return on Investment, Mentors and Mentoring Relationships, Documentation: CVs and Portfolios, Critical Skill Sets: Manuscript Reviewing, Networking, and Time Management, and Performing Educational Research.

Meet the Experts for Breakfast

Friday, February 19, 2016; 7:00 AM-8:00 AM

A "Meet the Experts for Breakfast" meeting has been planned for trainees and junior faculty. This year's meeting will feature three experts who will discuss "Choosing the Next Step in Your Career", "Doing Research in the Modern Age", and "Getting the Most Out of SRM and Other Academic Meetings". Additional details regarding the "experts" will be provided in the meeting announcements. Please encourage your trainees and junior faculty to register and attend.

CONTINUING MEDICAL EDUCATION:

This activity has been approved for *AMA PRA Category 1 Credits™*.

DISCLOSURE POLICY: It is the policy of the Center for Continuing Education at Tulane University Health Sciences Center to plan and implement all of its educational activities in accordance with the ACCME® Essential Areas and Policies to ensure balance, independence, objectivity and scientific rigor. In accordance with the ACCME® Standards for Commercial Support, everyone who is in a position to control the content of an educational activity certified for *AMA PRA Category 1 Credit™* is required to disclose all financial relationships with any commercial interests within the past 12 months that creates a real or apparent conflict of interest. Individuals who do not disclose are disqualified from participating in a CME activity. Individuals with potential for influence or control of CME content include planners and planning committee members, authors, teachers, educational activity directors, educational partners, and others who participate, e.g. facilitators and moderators. This disclosure policy pertains to relationships with pharmaceutical companies, biomedical device manufacturers or other corporations whose products or services are related to the subject matter of the presentation topic. Any real or apparent conflicts of interest related to the content of the presentations must be resolved prior to the educational activity. Disclosure of off-label, experimental or investigational use of drugs or devices must also be made known to the audience.

Southern Awards

Listed below is a description of awards for which you may apply on the electronic submission form. Please choose the appropriate award on the pull-down menu if you are eligible and wish to receive an award. If the box **is not** checked, you **will not** be considered for an award. To be eligible for an award, **you must apply at the time of abstract submission**. You must choose only one award matching the award to the society(ies) to which you and your mentor belong. You **must** check all that apply since some are members of more than one society.

SAFMR/SSCI Awards

To be eligible for the SAFMR/SSCI awards, you or your mentor (in the case of students and trainees) **MUST** be a member in good standing of AFMR or SSCI. You may choose to become a member at the time of the award. In this case, your membership fee will be deducted from the award amount.

- ◆ **SAFMR/SSCI Student Research Award:** These awards recognize students who are currently in training and accomplished in research at the plenary session in New Orleans and award funds are intended to defray the costs for participation in the meeting. The awardee must be the first author/presenter of the abstract accepted for presentation at the 2016 meeting. **SAFMR/SSCI awardees must be present at the Joint SAFMR/SSCI plenary session to receive this award.**
- ◆ **SAFMR/SSCI Trainee Award:** These awards recognize residents and fellows who are currently in training and recognize excellence among these groups at the plenary session in New Orleans and award funds are intended to defray the costs for participation in the meeting. The awardee must be the first author/presenter of the abstract accepted for presentation at the 2016 meeting. **SAFMR/SSCI awardees must be present at the SAFMR/SSCI plenary session to receive this award.**
- ◆ **SAFMR/SSCI Young Faculty Award:** The purpose of these awards is to stimulate participation by faculty at the instructor and assistant professor level. Awards will be given to the young investigators with the top rated abstract in each subspecialty as judged by a committee of the officers of SAFMR and SSCI. The awardee must be the first author/presenter of an abstract accepted for presentation at the 2016 meeting. **SAFMR/SSCI awardees must be present at the SAFMR/SSCI plenary session to receive this award.** Only faculty at the instructor and assistant professor level are eligible for these awards.
- ◆ **SSCI Young Investigator Award:** The SSCI Young Investigator Awards are offered to recognize and encourage excellence in investigation by physicians and medical students during research training. Eligibility: medical students, combined MD/PhD students, interns, residents, and post-doctoral physicians who are in research training or were in research training as of June 2015 are eligible. Postdoctoral research training may be considered to extend for a period of up to three years and time spent in strictly clinical fellowships need not count against this. The applicant must be the first author of the abstract submitted in competition for the award and plan to present the paper during the scientific sessions of the Southern Regional Meetings. Please note that it is not necessary for the senior author to be a member of SSCI. Applicants for this award are encouraged to apply for the appropriate SAFMR/SSCI Award as well. For consideration of this award, the abstract has to suggest: 1) investigator-initiated; 2) hypothesis-driven basic, clinical or behavioral research; 3) conducted in a mode of discovery; 4) whose study design, findings and conclusions satisfied the proposed hypothesis; and 4) findings have or will have the potential to advance the practice of medicine. **Nomination letters from the senior investigator or mentor and the division director or department chairman are required and should include a statement of the candidate's role in the study. The letters should be received no later than October 9, 2015 and uploaded via the ScholarOne website upon submission of your abstract.** For further information contact Joan Kemp, Executive Director, Southern Society for Clinical Investigation, email: joankemp@uab.edu
- ◆ **Young Clinician Scientist Award (Cardiovascular Abstract Submission only): Criteria for award:** Abstract submitted to Cardiovascular category; persons holding an MD or MD/PhD and who are within 8 years of having graduated medical school; letter from mentor verifying candidate's leading role in the conduct of the submitted study; a submitted abstract of the study consisting of objectives, methods, results, and conclusions. **The letters should be received no later than October 9, 2015 and uploaded via the ScholarOne website upon submission of your abstract.** For further information contact Karl Weber at ktweber@uthsc.edu.
- ◆ **American Society for Nutrition Young Investigator Award:** This award is offered to recognize and encourage excellence in nutrition research. Eligible candidates include students, residents, fellows, and young faculty who are currently within 5 years of the completion of fellowship training. The nominee must be first author/presenter of the abstract accepted for presentation. A letter from the senior investigator or sponsor that includes a statement that the work was performed by the nominee and fully addresses the role the candidate had in the work must be received by **October 9, 2015** and uploaded via the ScholarOne website upon submission of your abstract. Abstract must be submitted to the Nutrition category. One finalist will be chosen to receive a \$500 stipend to facilitate attendance at the SSCI meeting or Experimental Biology 2016.

SSPR Awards

These awards are for work intimately related to **pediatric** research. **MUST** be an SSPR member or have a sponsor who is an SSPR member. The candidates **must** check the appropriate award box in order to be considered. You cannot apply for the other society awards if applying for SSPR Awards. The Member/Sponsor name must also be filled in on the electronic submission form.

- ◆ **SSPR Young Investigator Award:** Eligible candidates include students, residents, fellows, and young faculty who are currently within 5 years of the completion of fellowship training. The nominee must be first author/presenter of the abstract accepted for presentation. **A letter from the senior investigator or sponsor** that includes a statement that the work was performed by the nominee and fully addresses the role the candidate had in the work must be received by **October 9, 2015 and uploaded via the ScholarOne website upon submission of your abstract.** For further information contact Jay Kerecman MD; Secretary-SSPR; (jkerecman@gmail.com). Three finalists for Basic or Clinical Science research will be selected and are required to submit a manuscript and present the study at the SSPR Plenary Session. Finalists will receive a stipend of \$500 to facilitate attendance at the meeting. The candidates **must** check the appropriate award box in order to be considered and **must** designate either Basic or Clinical Science Division.
- ◆ **SSPR Young Faculty Travel Award:** The candidate must be an Instructor or Assistant Professor and within 5 years of the completion of fellowship training. They must be first author/presenter of the abstract accepted for presentation. Approximately 5 awardees will receive a travel stipend of \$500. Faculty that are candidates for the SSPR Young Investigator Awards will automatically be entered in this competition. This award is to facilitate travel for outstanding young faculty.
- ◆ **SSPR/APA Trainee Travel Award:** The candidate must be a student, resident, or fellow. They must be the first author/presenter of the abstract accepted for presentation. Approximately 25 winning candidates will receive a travel stipend of \$500. Trainees that are candidates for the SSPR Young Investigator Awards will automatically be entered in this competition.



HOTEL RESERVATION FORM SRM 2016 – February 18-20, 2016



InterContinental New Orleans
444 St. Charles Avenue
New Orleans, LA 70130-3171
Phone: 1-800-235-4670
Fax: 504-585-5410

https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=14047426

NOTE: Please mark below the type of accommodations requested. Reservations must be guaranteed with a deposit by check or one of the credit cards listed below. If you are unable to keep your guaranteed reservation, please cancel prior to 72 hours of the arrival date and obtain a cancellation number to avoid being billed for one night's accommodations. If the accommodation rate requested is unavailable, a room at the nearest available rate will be reserved. All rooms are subject to applicable taxes. Your reservations must be received by **January 23, 2016** to qualify for the 2016 Southern Regional Meetings conference rates. Reservations received after this date are subject to applicable rates and availability.

FULL NAME _____ **NAME OF ROOMMATE** _____

INSTITUTION _____ **DAYTIME PHONE** _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP CODE** _____ **COUNTRY** _____

ARRIVAL DATE (Check in after 4:00 PM) _____

DEPARTURE DATE (Check out before 12:00 PM) _____

Method of Guarantee

Reservations must be guaranteed with a credit card or check for the first night's room and tax. Deposit by check/money order must be enclosed. Make check payable to the InterContinental New Orleans.

Guarantee accommodations by credit card (check appropriate card below).

Amex Discover MasterCard Visa

CARD NUMBER _____ **EXPIRATION DATE** _____

SIGNATURE _____ **NAME OF CARDHOLDER** _____

Room Rates

Single/Double Occupancy \$225.00
Triple/Quad Occupancy \$225.00/\$285.00

All room rates are per night and are subject to applicable taxes which are 14.75% hotel tax and a \$2 per nite occupancy fee. Your reservations must be received by **January 23, 2016** in order to qualify for the 2016 Southern Regional Meetings conference rates. Reservations received after this date are subject to applicable rates and availability.

PRE-REGISTRATION FORM

Deadline: February 17, 2016



Southern Regional Meetings
InterContinental New Orleans
444 St. Charles Avenue
New Orleans, Louisiana
February 18-20, 2016

Registrations will be processed on-line ONLY - https://secure.cme.tulane.edu/ei/getdemo.ei?id=147&s=_57C0K15BK
If you wish to pay by check choose "send me an invoice" in the payment section.

Please indicate which society(ies) you are a member. On-site registration fees will be increased by \$25 for all categories.

Member \$300 Student or Trainee \$100 Non-member \$375

AFMR SSCI SSPR APA ASN

CME Certification \$50 _____

WORKSHOP REGISTRATION

The Workshops are held on Thursday, February 18 and Friday, February 19, 2016. **Preregistration is encouraged** to attend any of the workshops being held at the Southern Regional Meetings. There are no additional fees but you must check the appropriate box of the **one** you wish to attend when filling out the on-line form. On-site registration increases by \$25 per category.

Thursday, February 18, 2016

Manuscript Preparation and Peer-Reviewed Publication ♦ 12:00 – 4:00 PM

Moving Your Clinical Case Presentation into a Published Manuscript ♦ 2:15–4:00 PM

Friday, February 19, 2016

Meet the Experts for Breakfast ♦ 7:00 - 8:00 AM

Select one of these three options

Choosing the Next Step in Your Career

Doing Research in the Modern Age

Getting the Most Out of SRM and Other Academic Meetings

Workshop on Career Development for Clinician Educators ♦ 1:00 - 5:00 PM

Dinner - Thursday, February 18, 2016

SSCI 70th Anniversary Celebration Dinner - Mardi Gras World ♦ 7:00 pm (\$45 faculty/guests and \$25 trainees)

All SRM attendees welcome to attend

METHOD OF PAYMENT

Check (made payable to **Tulane CCE** in US dollars/US bank). **Credit Cards Accepted: Visa, Mastercard and Discover**

Purchase orders are not accepted.

Send checks to:

Southern Regional Meetings

Tulane Center for Continuing Education

1430 Tulane Ave TB-51

New Orleans, LA 70112-2699

YOU MUST REGISTER ON-LINE at:

https://secure.cme.tulane.edu/ei/getdemo.ei?id=147&s=_57C0K15BK

If you need registration assistance please contact Tulane CCE by phone (504) 988-5466 or by email: cme@tulane.edu