

★ 2015 ★

C S T E

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ANNUAL CONFERENCE



6.14.15 ★ 6.18.15

guidelines for

ABSTRACT SUBMISSION

Proposals for presentations at the 2015 CSTE Annual Conference should be made using the formal online abstract process. The Program Planning Committee will evaluate abstracts based on a number of criteria, including timeliness, relevance, design, clarity, outcomes, and potential impact. All abstracts must be submitted via the online abstract system no later than **Tuesday, January 6, 2015 by 11:59 p.m. Eastern Standard Time**. Proposals that are incomplete, late, or submitted in an inappropriate format will not be considered.

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Massachusetts

Epidemiology in Action – Looking Forward, Reflecting Back

GENERAL INFORMATION

- ★ Abstracts are limited to 400 words, not including the title.
- ★ The use of “all caps” should be limited to acronyms generally accepted in the field and names of organizations; the full organization name should be used on first reference.
- ★ Each abstract should be submitted to the most appropriate committee and topic. Review the list of committees and topics carefully to determine the best fit for your abstract. Conference committees and abstract topics are available on the CSTE website at www.csteconference.org.
- ★ Duplicate abstracts will not be considered.
- ★ Concluding statements such as “to be completed” should be avoided.
- ★ All information should be reviewed prior to submission to ensure completeness; abstract revisions are permitted at any time before the abstract submission deadline.
- ★ By submitting an abstract, please make sure you (or an alternate presenting author) are committing to attend the conference and giving the presentation if the abstract is accepted. All presenting authors are required to register for the conference and pay the related fees. CSTE does not provide a travel allowance, honorarium, or reimbursement for attending the conference.
- ★ There are no restrictions on the number of abstracts you may submit or on the number of submissions you may be selected to present.
- ★ CSTE membership is not required to submit an abstract.

ONLINE ABSTRACT SYSTEM

Please follow all directions provided in the online abstract system to ensure your abstract is entered correctly. The online abstract system divides the submission process into steps so that information can be entered, previewed, and saved at each step. The steps in the submission process are shown as links in the left navigation panel. At any time in the process, you may navigate between steps to make revisions or corrections. By following the directions on each page in the submission process, you will automatically proceed through every step needed to submit an abstract.

Once you have decided on your presentation format, the steps involved in the online abstract submission are:

- Step 1 ★ Committee and Topic
- Step 2 ★ Title
- Step 3 ★ Authors
- Step 4 ★ Abstract Text
- Step 5 ★ Confirmation

Review and Submit

After you have completed all steps in the process and are ready to submit an abstract for consideration, please carefully proofread your abstract on the final step – “**Confirmation**”. To complete your submission, select “**Conclude Submission**” on the last step. You must correct all errors or omissions before the abstract can be submitted as final. Once you have completed the abstract, you will receive an email confirmation that the abstract has been received. If you exit the system without completing all steps, your abstract will be considered incomplete and you will not receive a confirmation email.

ONLINE ABSTRACT SYSTEM

View or Edit Submissions

After you complete Step 1 – Committee and Topic selection -- for an abstract, you will receive an email from cste@confex.com with the subject line “Submission Initiated” and your abstract title. The email content will include the ID and password for the abstract. Each abstract submission will have a separate ID and password. To view or edit your abstract submission, either use the direct link provided in your initial email or login using the abstract ID number and password provided with your initial or confirmation email. You may view and edit an abstract any time before the abstract submission deadline on Tuesday, January 6, 2015 at 11:59 p.m. Eastern Standard Time

If you have any difficulty with the submission process that you cannot resolve through the online technical support, please contact the CSTE National Office at 770-458-3811.

Forgotten ID and Password

If you forgot your abstract ID and password information, DO NOT create another abstract. Please use the “Forgotten ID and password” link from the abstract login page. The email address used at submission will be required to locate your submission(s) and to email requested ID and password information.

 Follow: @CSTEconference
#CSTE2015

 Like: [facebook.com/CSTE.org](https://www.facebook.com/CSTE.org)

WITHDRAWALS

Withdrawals should be communicated by email to Beverly Christner at bchristner@cste.org. The deadline for withdrawing an accepted abstract is 11:59 p.m. Eastern Standard Time on **April 3, 2015**; withdrawals made after this date or failure to present an accepted abstract could result in disqualification from presenting an abstract at future conferences.

INVITATION RESPONSE

Formal letters of invitation are sent by e-mail from the CSTE National Office during the first week in March 2015. All first presenting authors will receive a formal communication that informs them of the Planning Committee’s decision. All presenting authors are expected to register for the conference and pay related fees. The deadline for responding to the invitation to present is 11:59 p.m. Eastern Standard Time on **April 3, 2015**. Failure to respond by this date may result in disqualification from presenting an abstract at future CSTE conferences. First presenting authors may respond to the invitation online or by contacting the CSTE National Office.

STUDENT ABSTRACTS

Students are encouraged to submit abstracts for sessions offered at the CSTE annual conference. To be eligible for consideration, abstracts must be authored by students currently enrolled full time in an undergraduate or graduate program who are actively pursuing a degree in public health or related field. Discounted registration fees are offered to qualified students.

ABSTRACT FORMAT

CHOOSING A PRESENTATION FORMAT

While the Program Planning Committee will attempt to honor the submitted format for presentations, this will not always be possible. An option is available to select consideration for an alternative format if the Program Planning Committee cannot accommodate your preferred format. For questions on panel presentation proposals, please contact a CSTE Program Analyst by email or call (770) 458-3811.

- ★ **Breakout Presentation:** Findings are presented on a specific topic within a breakout session with the opportunity for audience Q&A. Presentations are approximately 15-20 minutes, with only one (1) presenting author per submitted abstract.
- ★ **Rapid-fire Presentation:** Findings are presented on a specific topic within a breakout session with the opportunity for audience Q&A. Presentations are approximately 5-7 minutes, with only one (1) presenting author per submitted abstract.
- ★ **Poster Presentation:** A visual illustration on a poster board that summarizes findings by way of limited text, graphics, and photographs. Presentations are limited to only one (1) presenting author per submitted abstract.
- ★ **Roundtable Presentation:** Informative presentation focusing on recent findings or innovative topics, with substantial opportunity for discussion among attendees. Presentations are limited to up to two (2) presenting author(s) per submitted abstract. Audiovisual equipment will not be available for roundtable sessions.

PRESENTATION FORMAT	BREAKOUT	RAPID-FIRE	POSTER	ROUNDTABLE
Key attributes	Oral presentation requiring a comprehensive review and discussion	Oral presentation limited to speedy sharing of relevant results and conclusion	Visual display of graphics, diagrams and limited text	Discussion-based topic where audience feedback and participation is maximized
Abstract requirements	<ul style="list-style-type: none"> • Background • Methods • Results • Conclusion 	<ul style="list-style-type: none"> • Background • Methods • Results • Conclusion 	<ul style="list-style-type: none"> • Background • Methods • Results • Conclusion 	<ul style="list-style-type: none"> • Key objectives • Brief summary
Presentation length	15-20 minutes for presentation with Q&A following presentation	5-7 minutes for presentation with Q&A at end of session	30 minutes for information sharing and discussion	45 minutes for information sharing and discussions
Session length	90 minutes	90 minutes	Poster displayed for 1 and ½ days	45 minutes
Audio/Visual equipment provided	Projector and laptop	Projector and laptop	None	None
Maximum # of presenting authors	1 presenting author	1 presenting author	1 presenting author	2 presenting authors

ABSTRACT FORMAT

COMMITTEE AND TOPIC

- ★ Abstracts will be divided into the following committees for review and programming purposes, based on topic areas:
 - Chronic Disease / Maternal and Child Health / Oral Health
 - Cross-Cutting
 - Environmental Health
 - Infectious Disease
 - Injury Control and Prevention / Substance Abuse
 - Occupational Health
 - Surveillance / Informatics
- ★ The Program Planning Committee reserves the right to reassign abstracts as appropriate.

TITLE

- ★ The title is not included in the abstract word count; however, titles cannot exceed 185 characters.
- ★ Title case should be used where the first word and all other major words (nouns, pronouns, verbs, adjectives, adverbs) and some conjunctions are capitalized.
 - Articles such as the, a, an, and, but, for, or and nor should be in lowercase.
 - Lowercase the part of a proper name that would be lowercased in text
- ★ Do not begin paper titles with “The”.
- ★ Do not end title with a period.
- ★ Use a concise title that summarizes the content of the abstract.
- ★ Do not use abbreviations, unless they are widely accepted by the field (for example, HIV/AIDS is acceptable in place of Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome).

KEYWORDS

Choose between one and three keywords from the available list that is most relevant to your abstract.

AUTHORS

- ★ The presenting author is defined as the person who will present at the conference. Breakout, rapid-fire, and poster presentations will only have one presenting author. Roundtable discussion may have up to two presenting authors. Only the first presenting author will receive official communications from CSTE regarding abstracts. Only the presenting author(s) will be printed in the final program.
- ★ The submitting author is the author that completes the online abstract submission process. The submitting author may or may not be the presenting author.
- ★ The primary contact for communication should be identified as the first presenting author when a second presenting author is allowed.
- ★ Abstracts should include all pertinent presenting author contact information.
- ★ Co-authors who are not presenting, but contributed substantially to the study design, statistical analysis, or interpretation may be listed as a non-presenting author.
- ★ Formal letters of invitation are sent by e-mail from the CSTE National Office during the first week of March 2015. All first presenting authors receive a formal communication regarding the Program Planning Committee’s determination. Any second presenting authors or co-authors do not receive communications from CSTE.
- ★ It is the responsibility of the first presenting author to communicate with co-authors prior to the presentation. For breakout presentations, the first presenting author is responsible for contacting the session moderator to provide biographic information and coordinate with other presentations in that session.

ABSTRACT TEXT FOR BREAKOUT, RAPID-FIRE, AND POSTER PRESENTATIONS

- ★ Background: Study objectives, hypothesis, or a description of the program/project
- ★ Methods: Study design and appropriate statistical analysis
- ★ Results: Specific results in summary form
- ★ Conclusions: Description of the main outcome(s) of the study

ABSTRACT TEXT FOR ROUNDTABLE PRESENTATIONS

- ★ Key Objective or Discussion Points: learning objectives for the discussion
- ★ Brief Summary: Description of the discussion

PRESENTER DISCLOSURE

Presenting authors must disclose to participants prior to speaking any significant financial interest or other relationships with the manufacturer(s) of any commercial product(s) or provider(s) of any commercial services discussed in a session presentation and with any commercial supports of the activity. This 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. Having an interest or affiliation with a corporate organization does not prevent a speaker from making a presentation, but the relationship must be made known in advance to the audience. Questions regarding CSTE presenter disclosure should be directed to the CSTE National Office.

RWJF AWARD

CSTE Award in Addressing Racial and Ethnic Disparities

The “Robert Wood Johnson Foundation National Award for Outstanding Epidemiology Practice in Addressing Racial and Ethnic Disparities” was established by CSTE to recognize an individual presenter at the CSTE Annual Conference whose professional work advances public health knowledge through epidemiology and applied research in racial and ethnic disparities and improves public health practice through effective use of data and epidemiology.

Criteria for consideration:

- ★ The abstract must address racial and ethnic health disparities
- ★ The presenter must be from a state, territorial, tribal or local health department; federal employees are not eligible
- ★ The abstract must be selected to present as a breakout, rapid-fire or poster presentation

Criteria for selecting the award recipient:

- ★ Impact of work in the field of eliminating health disparities.
- ★ Contribution/translation to practice.
- ★ Policy implications for evoking long-term change in eliminating and preventing health disparities.
- ★ Quality of poster or breakout session presentation.

The award recipient will be presented with a commemorative plaque and a \$1,000 honorarium at the conference. Presenters interested in being considered must apply through the abstract submission process by Tuesday, January 6, 2015 by 11:59 p.m. Eastern Standard Time. Late-breaker abstracts are not eligible for consideration.

OUTSTANDING POSTER PRESENTATION AWARDS

Poster presentations are an important and valued part of the CSTE Annual Conference. CSTE will recognize the work of poster presenters by offering up to five awards, one for each CSTE Steering Committee, which includes Chronic Disease/MCH/Oral Health, Cross-Cutting, Environmental Health/Occupational Health/Injury, Infectious Disease and Surveillance/Informatics. CSTE will award an individual plaque in each category annually during the Wednesday morning Plenary Session.

Nomination and Selection Process:

Only abstracts submitted and accepted for poster presentation at the 2015 CSTE Annual Conference will be eligible. Planning Committee members may nominate up to 5 eligible abstract for consideration as a poster award finalist. Only one poster per presenter may be considered. The nomination criteria are as follows:

- ★ Scientific content, including originality, study design and analysis;
- ★ Public health impact; and
- ★ Effectiveness in applying established or innovative epidemiologic methods in an investigation or study.

Poster Finalists:

Finalists will be announced by the first week in March 2015 and will have their poster remain in place for the duration of the conference. A Review Committee comprised of CSTE members and Staff will score finalists posters onsite during the conference using a score sheet that is based on the above mentioned criteria.

MEDIA

CSTE may select presentations or sessions for promotion to media outlets during the CSTE Annual Conference. As part of the abstract submission process, please indicate whether you consider the contents of your abstract newsworthy for media promotion, or if you are constrained by organizational media relations policies and cannot participate in any CSTE media promotion.

LATE-BREAKER ABSTRACTS

Abstracts regarding truly late-breaking research, outbreaks, or event responses that were not initiated or were still underway at the time of the initial abstract deadline may be submitted as late-breakers.

- ★ The late-breaker abstract submission process will open on **March 9, 2015**.
- ★ All late-breaker abstracts must be submitted via the online abstract submission process by **Friday, March 27, 2015 at 11:59 p.m. Eastern Standard Time**.
- ★ Only one presenting author per presentation will be allowed during the late-breaker session.
- ★ The late-breaker session agenda will not be published in the final printed program.

QUESTIONS?

Call the CSTE National Office at (770) 458-3811 or visit our website at www.csteconference.org