



GUIDELINES FOR

ABSTRACT SUBMISSION

Proposals for presentations at the 2013 CSTE Annual Conference should be made using the formal online abstract process. The Program Planning Committee will review abstracts for timeliness, relevance of topic, and potential to contribute to a well-balanced program. All abstracts must be submitted via the online abstract system no later than **Monday, January 7, 2013 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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PASADENA CALIFORNIA

JUNE 9 thru 13



GENERAL INFORMATION

- There is a preferred limit of 400 words for the body of your abstract not including the title.
- Please limit the use of all caps to acronyms of organization names, and please spell out organization names on first reference.
- Submit each individual abstract to the appropriate Committee. Review the list of Committees carefully to determine which one might be most appropriate for your subject area. Abstract topics are available on the CSTE website at www.csteconference.org. Software Demonstrations do not require selection of a Committee.
- Duplicate abstracts will not be considered.
- Concluding statements such as "to be completed" may not be accepted.
- Review all information to ensure it is complete. Revisions to your abstract may be made at any time until the abstract submission deadline.
- Submission of an abstract implies that you (or a substitute presenting author) are committed to making the presentation at the meeting if your abstract is accepted. All presenting authors are required to register for the conference and pay 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 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 and Keywords**
- **Step 3 – Authors**
- **Step 4 – Abstract Text**
- **Step 5 – Confirmation**

PROOF 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. If you exit the system without submitting the abstract, it will be considered incomplete. Once you have completed the abstract, you will receive an email confirmation that the abstract has been received.

VIEW OR EDIT SUBMISSIONS

After you complete the title step information for your abstract, you will receive an email confirmation with the subject line "submission initiated" which 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.

If you have any difficulty with the submission process that you cannot resolve through the online technical support, then please contact the CSTE National Office.

FORGOT ID AND PASSWORD?

If you forgot your abstract ID and password information, DO NOT create another abstract. Please use the "Forgotten ID and password" 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.



ABSTRACT FORMAT

Abstract text should adhere to the required format.

• PRESENTATION FORMAT

Choose a preferred presentation format. While the Program Planning Committee will attempt to schedule selected abstracts for the requested presentation format, 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.

- o **BREAKOUT PRESENTATION:** Findings are presented on a specific topic within a breakout session with the opportunity for audience Q&A. Presentations are approximately 20 minutes, with only one (1) presenting author slot available for the submitted abstract.
- o **POSTER PRESENTATION:** A visual illustration of findings displayed through graphics, photographs, diagrams and limited text on a poster board. Presentations are limited to only one (1) presenting author slot available for the submitted abstract. Poster sessions will not have audiovisual equipment available.
- o **ROUNDTABLE PRESENTATION:** Informative presentation focusing on recent findings or innovative topics, with substantial opportunity for discussion among attendees. Presentations are limited to two (2) presenting author slots available for the submitted abstract. Roundtable sessions will not have audiovisual equipment available.
- o **SOFTWARE DEMONSTRATION:** Software technology applications developed by a state, local, territorial, tribal or federal agency for public health. For profit agencies are not eligible and should consider becoming an exhibitor to demonstrate their product. Presentations are limited to two (2) presenting author slots available for the submitted abstract.

A presenting author is defined as the person who will actually present at the conference.

• COMMITTEE AND TOPIC

- o Abstracts will be divided into Committees for review and programming purposes based on topic areas. Committee selection is not required for Software Demonstrations.
- o Available Committees:
 - Chronic Disease / MCH / Oral Health
 - Cross-Cutting
 - Environmental Health
 - Infectious Disease
 - Injury Control and Prevention
 - Occupational Health
 - Student Section
 - Surveillance / Informatics
- o The Program Planning Committee reserves the right to reassign your abstract within Committees.

ABSTRACT FORMAT *(Continued)*

Abstract text should adhere to the required format.

- **TITLE**

- o The title is not included in the abstract word count; however, titles should not exceed 185 characters.
- o Title case should be used where the first word and all other major words (nouns, pronouns, verbs, adjectives, adverbs) and some conjunctions are capitalized.
 - ▷ Lowercase the articles the, a, an, and, but, for, or and nor
 - ▷ Lowercase the part of a proper name that would be lowercased in text
- o Do not begin paper titles with "The".
- o Do not end title with a period.
- o Use a concise title that summarizes the content of the abstract.
- o Do not use abbreviations.

- **KEYWORDS**

Choose up to three keywords from the available list that is most relevant to your abstract.

- **AUTHORS**

- o A presenting author is defined as the person who will actually present at the conference.
- o The primary contact for communication should be identified as the first presenting author when a second presenting author is allowed.
- o Abstracts should include all pertinent presenting author contact information.
- o 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.
- o Formal letters of invitation are sent by e-mail from the CSTE National Office during the first week of March 2013. 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.
- o It is the responsibility of the first presenting author to communicate with any presenting co-authors for the presentation. For breakout presentations, the first presenting author is responsible for coordinating the presentation with the moderator selected by the Program Planning Committee for the session.
- o Only the presenting author(s) will be printed in the final program.

- **REQUIRED BODY FOR BREAKOUT AND POSTER PRESENTATIONS**

- o **BACKGROUND:** Study objectives, hypothesis, or a description of the program.
- o **METHODS:** Study design and appropriate statistical analysis.
- o **RESULTS:** Specific results in summary form.
- o **CONCLUSIONS:** Description of the main outcome of the study.

- **REQUIRED BODY FOR ROUNDTABLE OR SOFTWARE DEMONSTRATION PRESENTATIONS**

- o **KEY OBJECTIVE or DISCUSSION POINTS**
- o **BRIEF SUMMARY**

WITHDRAWALS

Withdrawal of an accepted abstract must be made no later than 11:59 p.m. Eastern Standard Time on **March 22, 2013** by contacting bchristner@cste.org. 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 2013. All first presenting authors receive a formal communication regarding committee determination. All presenting authors are expected to register for the conference and pay related fees. Response to the invitation to present is required no later than 11:59 p.m. Eastern Standard Time on **March 22, 2013**. First presenting authors may respond to the invitation online or by contacting the CSTE National Office.

STUDENT ABSTRACTS AND SESSIONS

Students are encouraged to submit abstracts for dedicated breakout and poster student 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. The three students with the highest abstract review scores will receive complimentary full conference registration. Discounted registration fees are offered to qualified students.

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.

CSTE AWARD IN ADDRESSING RACIAL AND ETHNIC DISPARITIES – RWJF AWARD

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:

- Abstract should address racial and ethnic health disparities.
- Speakers should be from a state or local health department.
- Abstract is selected to present a breakout (oral) presentation or poster.

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 the deadline. Late-breaker abstracts are not eligible for consideration.

QUESTIONS

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



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 six awards, one for each CSTE Steering Committee. 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 2013 CSTE Annual Conference will be eligible. Planning Committee members or members of their Committee may nominate an eligible abstract for consideration to the Review Committee. A Review Committee of CSTE Members and Staff decide on abstracts to be reviewed, score and decide on the finalists and winners. Only one poster per presenter may be considered.

Criteria for Nomination:

- Scientific content, including originality, study design and analysis;
- Public health impact; and
- Exemplifies the effective and innovative application of epidemiologic methods in an investigation or study.

POSTER FINALISTS

Of those abstracts that met the criteria, up to five finalists in each CSTE Steering Committee may be chosen by the Review Committee. Finalists will be announced by the first week in April 2013 and will have their poster remain in place for the duration of the conference. The Review Committee will view finalists during the conference using a score sheet 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 if 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 containing data not available by the original abstract deadline may be submitted as late-breakers.

- The late-breaker abstract submission process will open on **April 1, 2013.**
- All late-breaker abstracts must be submitted via the abstract submission website by **Friday, April 19, 2013 by 11:59 p.m. Eastern Standard Time.**
- Late-breaker abstracts are highly competitive as space is limited. Only abstracts containing truly late-breaking research or outbreak or event responses will be considered.
- 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.

