2018 CSTE Annual CONFERENCE

Let the Sun Shine: Using Data to Weather the Storms

GUIDELINES FOR Abstract Submission

Proposals for presentations at the 2018 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 **Wednesday, January 3, 2018 by 11:59 p.m.** Eastern Time. Proposals that are incomplete, late or submitted in an inappropriate format will not be considered.

IMPORTANT DATES

11·01·17 Open Call for Abstracts

1·03·18 Deadline for Abstract Submission

3·23·18 Invitations Sent to Presenting Authors

3·26·18 Open Call for Late-Breaker Abstracts

4·06·18 Deadline for Late-Breaker Abstract Submission

4·20·18 Invitations Sent to Late-Breaker Presenting Authors

4·27·18 Deadline for Presenter invitation response

6·01·18 Deadline for Advance Presentation Upload

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CSTE

GENERAL INFORMATION

- Abstracts must represent the work of the authors listed and appropriately referenced.
- 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 organization; the full organization name 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.**
- 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.

- Duplicate abstracts will not be considered.
- Abstracts may not be modified after the submission deadline during the review period. Presenting authors may make minor changes after an abstract is accepted until the invitation response 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 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, but encouraged to submit an abstract.

CHOOSING A PRESENTATION FORMAT

While the Program Planning Committee will attempt to honor the submitted format for presentations, this will not always be possible. For Breakout, Quick, Lightning and Poster presentations, an option is available to select consideration for an alternative format if the Program Planning Committee cannot accommodate your preferred format.

- **Breakout Presentation:** Findings are presented on a specific topic within a breakout session with the opportunity for audience Q&A. Presentations are approximately 18-30 minutes, with only one (1) presenting author slot available for the submitted abstract.
- **Quick Presentation:** Findings are presented on a specific topic within a breakout session with the opportunity for audience Q&A. Presentations are 10 minutes, with only one (1) presenting author slot available for the submitted abstract.
- **Lightning Presentation:** Findings are presented on a specific topic within a breakout session with the opportunity for audience Q&A. Presentations are 5 minutes, with only one (1) presenting author slot available for the submitted abstract.

- **Poster Presentation:** A visual illustration on a poster board that summaries finding by way of limited text, graphics, and photographs. Presentations are limited to only one (1) presenting author per submitted abstract. See also, Poster Presentation Schedule for additional information.
- **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 slots available for the submitted abstract. Abstracts submitted for roundtable presentation will not be considered for other presentation types. Roundtable sessions will not have audiovisual equipment available.

CHOOSING A PRESENTATION FORMAT

Presentation Format	Breakout	Quick	Lightning	Poster	Roundtable
Key attributes	Oral presentation requiring a comprehensive review and discussion	Oral presentation with limited 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 maximized
Abstract Requirements	Background Methods Results Conclusion	Background Methods Results Conclusion	Background Methods Results Conclusion	Background Methods Results Conclusion	Key objectives Brief summary
Presentation Length	18-30 minutes	10 minutes	5 minutes	30 minutes of information sharing and discussion	45 minutes of information sharing and discussion
Q&A	5 minutes included with presentation length	20 minutes at end of session	15 minutes at end of session	During discussion	During discussion
# of Presentations in Session	3–5 presentations	7 presentations	15 presentations	Multiple	1–2 presentations
Session Length	90 minutes	90 minutes	90 minutes	30 minutes with poster displayed for 1 and ½ days (*see presentation schedule below*)	45 minutes
Audio/Visual equipment provided	Projector and laptop	Projector and laptop	Projector and laptop	None	None
# of Presenters Allowed	1 presenting author	1 presenting author	1 presenting author	1 presenting author	Up to 2 presenting authors
Alternative presentation type considered	Yes	Yes	Yes	Yes	No

POSTER PRESENTATION SCHEDULE

Posters will be displayed for a day and one-half starting on Sunday until Wednesday with a 30-minute presentation session at the morning and afternoon break.

Presentation Date	Display Start	Display End
Poster Award Finalists	Sunday at noon	Wednesday at noon
Sunday at 3PM	Sunday at noon	Monday at 4PM
Monday at 10AM	Sunday at noon	Monday at 4PM
Monday at 3:30PM	Sunday at noon	Monday at 4PM
Tuesday at 10AM	Tuesday at 7:30AM	Wednesday at noon
Tuesday at 3:30PM	Tuesday at 7:30AM	Wednesday at noon
Wednesday at 10AM	Tuesday at 7:30AM	Wednesday at noon

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/Permissions/ Disclosures

STEP 3 Authors

STEP 4 Abstract Text

STEP 5 Confirmation

PERMISSIONS AND DISCLOSURES

The presenting author must complete all disclosure and permission questions on the submission form.

COMMITTEE AND TOPIC

Abstracts will be divided into committees for review and programming purposes based on topic areas. The Program Planning Committee reserves the right to reassign your abstract within committees.

Available Committees:
- Chronic Disease / MCH / Oral Health
- Cross-Cutting
- Environmental Health
- Infectious Disease
- Injury Control and Prevention
- Occupational Health
- Substance Use
- Surveillance / Informatics

TITLE

- The title is not included in the abstract word count; however, titles should not 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 Deficiency Syndrome).

ONLINE ABSTRACT SYSTEM

KEYWORDS

The presenting author must complete all disclosure and permission questions on the submission form.

REQUIRED BODY FOR BREAKOUT, QUICK, LIGHTENING AND POSTER PRESENTATIONS

- **Background:** Study objectives, hypothesis, or a description of the program.
- **Methods:** Study design and appropriate statistical analysis.
- **Results:** Specific results in summary form.
- **Conclusions:** Description of the main outcome of the study.

REQUIRED BODY FOR ROUNDTABLE PRESENTATIONS

- **Key Objective or Discussion Points:** Learning objective(s) for the discussion
- **Brief Summary:** Description of the discussion

AUTHORS

- A presenting author is defined as an individual person who will actually present at the conference. Only the presenting author(s) will be listed in the final program.
- The submitting author is the author that completes the online abstract submission process. This person is usually involved with the abstract as a presenting author or co-author.
- The primary contact for communication should be identified as the first presenting author when other presenting authors are permitted.
- 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. Up to fifteen (15) co-authors may be included.
- Formal letters of invitation are sent by email from the CSTE National Office by March 23, 2018. All presenting authors receive a formal communication regarding the Program Planning Committee's determination. Co-authors do not receive communications from CSTE.
- It is the responsibility of the first presenting author to communicate with any presenting co-authors prior to the presentation. For breakout presentations, the presenting author is responsible for coordinating the presentation with the moderator selected by the Program Planning Committee in that session.

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. You must receive a confirmation email for your abstract to be considered complete.

ONLINE ABSTRACT SYSTEM

VIEW OR EDIT SUBMISSIONS: After you complete Step 1 – Committee and Topic selection, 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 **Wednesday, January 3, 2018** at 11:50 p.m. Eastern Time. Abstracts may not be modified after the submission deadline during committee review. If your abstract is accepted for presentation, minor content and author changes may be made online until June 1, 2018.

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.

INVITATION RESPONSE

Formal letters of invitation are sent by email from the CSTE National Office by March 23, 2018. All presenting authors 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 **Friday, April 27, 2018.** Presenting Authors that fail to respond by the deadline will be considered accepted and expected to present. Failure to present an accepted abstract could result in disqualification from presenting an abstract at future conferences. Presenting authors should respond to the invitation online or by contacting the CSTE National Office at (770) 458-3811.

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.

WITHDRAWALS

Withdrawal of a presentation after invitation acceptance should be communicated by email to Shundra Clinton at **sclinton@ctste.org**. The deadline to decline presentation or withdrawal after invitation acceptance is 11:59 p.m. Eastern Standard Time on Friday, April 27, 2018. Withdrawals made after this date or failure to present an accepted abstract could result in disqualification from presenting an abstract at future conferences.

Follow: @CSTEconference #CSTE2018

Like: facebook.com/CSTE.org

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.

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.

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; federal employees are not eligible.
- Abstract is selected to present an oral or poster presentation; roundtable and late-breakers are not eligible.

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.

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 truly late-breaking research or outbreak or event responses not available at the regular abstract deadline may be submitted as late-breakers. During submission, authors are required to justify why their abstract is a late breaker. Abstracts are only considered for presentation during a Quick Presentation session on Wednesday morning of the conference. Late-breaker abstracts are highly competitive as space is limited.

- The late-breaker abstract submission process will open on **March 26, 2018.**
- All late-breaker abstracts must be submitted via the abstract submission website by **Friday, April 6, 2018 by 11:59 p.m. Eastern Time.**
- Only one presenting author per presentation will be allowed during the late-breaker session.
- Formal letters of invitation for late-breaker presentation are sent by email from the CSTE National Office by April 20, 2018.

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 CSTE Steering Committee Poster Awards in Chronic Disease/MCH/Oral Health, Cross-Cutting/Substance Use, Environmental Health/Occupational Health/Injury, Infectious Disease and Surveillance/Informatics.

NOMINATION AND SELECTION PROCESS:

Only abstracts submitted and accepted for poster presentation at the 2018 CSTE Annual Conference will be eligible. Planning Committee members or members of their committee may select up to 5 abstracts for a poster award. 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
- Exemplifies the effective and innovative application of epidemiologic methods in an investigation or study.

POSTER FINALISTS

Poster Awards will be announced by **March 23, 2018** and will have their poster remain in place for the duration of the conference.

QUESTIONS

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

PRESIDENTIAL PRIORITIES AWARD
CSTE Award for Outstanding Membership Contributions to Advance the Current Presidential Priorities

The Presidential Priorities Award is a new award in 2018 given by the CSTE President at the end of their term to recognize an individual member whose professional work advances the current Presidential Priorities. The award will be given at the annual conference. This year the award will recognize membership contributions to the 2017-18 Presidential Priority of:

Advance the use Informatics to Further
1. Health Equity
OR
2. Public Health Response to Events of High Consequence.

WHAT ARE CSTE PRESIDENTIAL PRIORITIES?

Each year, the President of CSTE sets forth a list of Presidential Priorities. These are key areas impacting the field of Applied Epidemiology that the organization, Executive Director and the Executive Board works to advance during the year. Presidential Priorities change from year-to-year based on the current CSTE President.

CRITERIA FOR CONSIDERATION

- The abstract must contribute to the Presidential Priority: **advance the use informatics to further 1. health equity or 2. public health response to events of high consequence.**
- The presenter must be from a state, territorial, tribal or local health department; federal employees are not eligible
- The abstract must be selected for acceptance to the annual conference as an oral presentation

CRITERIA FOR SELECTING THE AWARD RECIPIENT

- Impact of the work in the field to advance the designated 2017-18 Presidential Priority: **advance the use informatics to further 1. health equity or 2. public health response to events of high consequence.**
  - Often the human element is lost in the technical description of informatics.
  - Focus on the human side of informatics to allow people to engage who are not trained in the field to understand how the application of informatics mattered.
  - Improve the ability to tell the story of how informatics mattered. How did informatics help people and ultimately lead to improve health outcomes?
- Contribution/translation to practice
- Quality of the abstract

RECOGNITION AND PROCESS FOR SELECTING THE AWARD RECIPIENT

The award recipient will be presented with a commemorative plaque and receive a complimentary ticket to attend the President's Banquet at the annual conference. Presenters interested in being considered must apply through the abstract submission process by the deadline. Late-breaker abstracts are not eligible for consideration.