


BOISE
Idaho

2017 CSTE ANNUAL Conference

JUNE 4-8

Cultivating an Environment for Better Health

Guidelines for ROUNDTABLE PRESENTATIONS

GENERAL GUIDELINES

- Roundtable sessions involve informative presentations focusing on recent findings or innovative topics, with substantial opportunity for discussion among attendees. **Sessions do not have audio-visual equipment, telephone conferencing equipment, telephone lines, or internet lines available.**
- All presenting authors and moderators are expected to register for the conference and pay related fees. CSTE does not provide a travel allowance, honorarium, or reimbursement for presenting authors or moderators attending the conference. Presenting authors and moderators are encouraged to become CSTE members, but it is not a requirement to present at the conference.

Important Dates



4/28/17 ■
Invitation Response

5/26/17 ■
Handout Upload

PHOTOGRAPHY DISCLOSURE:

By participating in this conference, you grant CSTE the right to take and distribute photographs, videotapes, electronic reproductions, and audiotapes of events and activities for use in CSTE print and digital materials.

QUESTIONS Contact the CSTE national office at (770) 458-3811 if you have questions that are not addressed in the guidelines or the CSTE website.



PRESENTATION TIME

Sessions are 45 minutes and are held during morning, lunch and afternoon periods.

Food and beverages are not provided during sessions. Most sessions only focus on one topic, but occasionally two topics may be invited to a session. Presentation times can be accessed through your online invitation information in Speaker's Corner. A direct link to your personal Speaker's Corner can be found in your invitation e-mail.



HANDOUTS

Handouts are not a requirement; however, if you want to distribute handouts during the session, we recommend you bring plenty of copies with you. If you choose to print copies onsite, you may print a few copies in the CSTE business office to allow you to make additional copies at a copy shop at your own expense. Handouts may also be uploaded through Speaker's Corner. A direct link to your personal Speaker's Corner can be found in your invitation email. **Handouts may be uploaded online by 11:59PM EST on Friday, May 26, 2017 or after the conference.**

INVITATION RESPONSE

Formal letters of invitation are sent by e-mail from the CSTE national office by March 22. Presenting authors may respond to the invitation online or by e-mail at sclinton@cste.org. All presenting authors are expected to register for the conference and pay related fees. **Your response to the invitation to present is required no later than 11:59PM EST on April 28, 2017. Submission of an abstract implies that presenting authors are committed to making the presentation at the conference. Should circumstances change and a presenting author is unable to attend, then the author is responsible for finding a substitute presenting author.** Presenting authors that fail to respond by the deadline will be considered accepted and expected to present.

Withdrawal of an accepted abstract must be made no later than 11:59PM EST on April 28, 2017 by contacting sclinton@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.