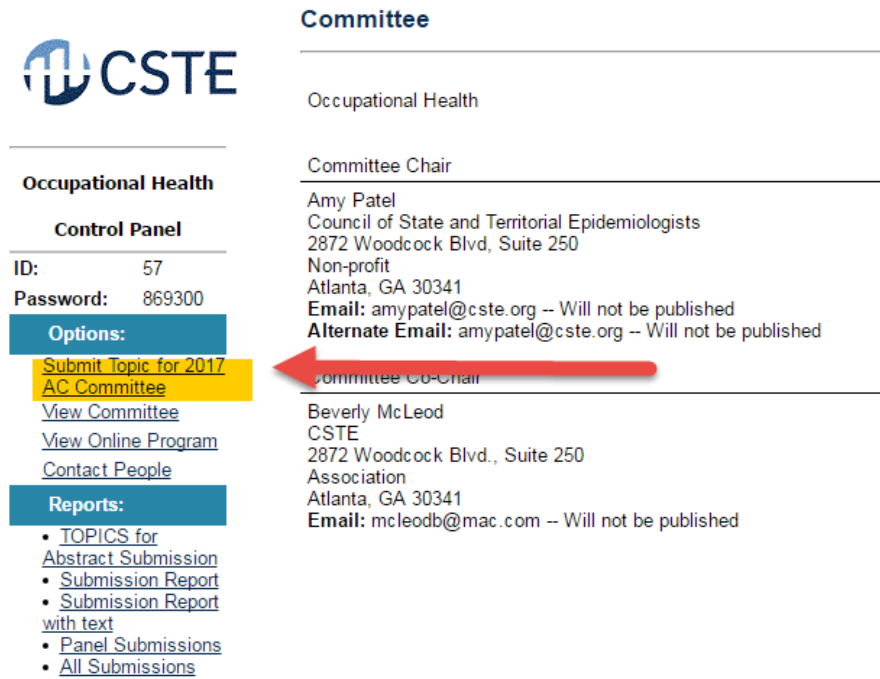


How to submit a topic for the 2017 annual conference abstract process

- 1) Log in to Confex with your Email and Password
<https://cste.confex.com/cste/2017/gateway.cgi>
- 2) For those with multiple committee roles, you may select any committee to enter topics
- 3) Select **Submit Topic for 2017 AC Committee** under the **Options** section



CSTE

Occupational Health

Control Panel

ID: 57
Password: 869300

Options:

- Submit Topic for 2017 AC Committee**
- [View Committee](#)
- [View Online Program](#)
- [Contact People](#)

Reports:

- [TOPICS for Abstract Submission](#)
- [Submission Report](#)
- [Submission Report with text](#)
- [Panel Submissions](#)
- [All Submissions](#)

Committee

Occupational Health

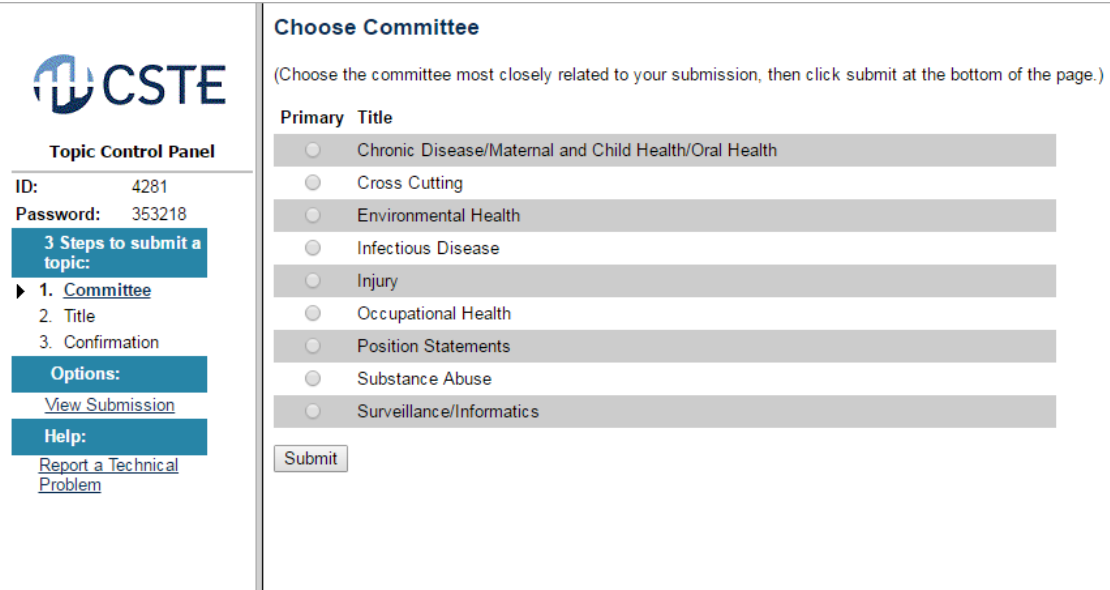
Committee Chair

Amy Patel
Council of State and Territorial Epidemiologists
2872 Woodcock Blvd, Suite 250
Non-profit
Atlanta, GA 30341
Email: amypatel@cste.org -- Will not be published
Alternate Email: amypatel@cste.org -- Will not be published

Committee Co-Chair

Beverly McLeod
CSTE
2872 Woodcock Blvd., Suite 250
Association
Atlanta, GA 30341
Email: mcleodb@mac.com -- Will not be published

- 4) Select the **Committee** for which the topic is being submitted (ALL committees will be listed)



CSTE

Topic Control Panel

ID: 4281
Password: 353218

3 Steps to submit a topic:

1. **Committee**
2. Title
3. Confirmation

Options:

- [View Submission](#)

Help:

- [Report a Technical Problem](#)

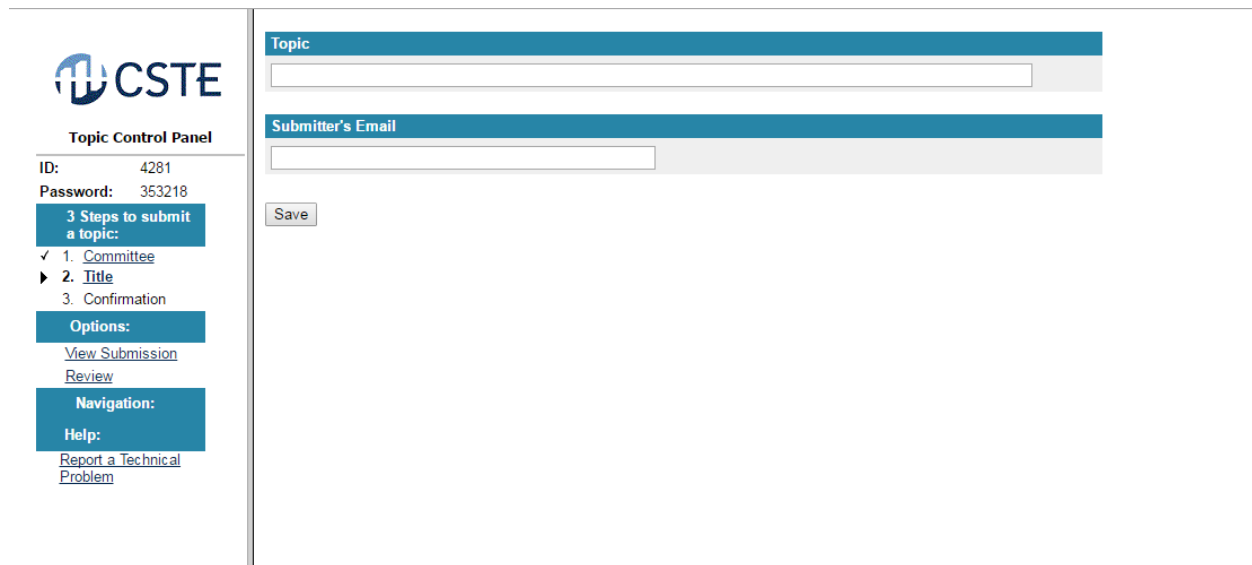
Choose Committee

(Choose the committee most closely related to your submission, then click submit at the bottom of the page.)

Primary	Title
☐	Chronic Disease/Maternal and Child Health/Oral Health
☐	Cross Cutting
☐	Environmental Health
☐	Infectious Disease
☐	Injury
☐	Occupational Health
☐	Position Statements
☐	Substance Abuse
☐	Surveillance/Informatics

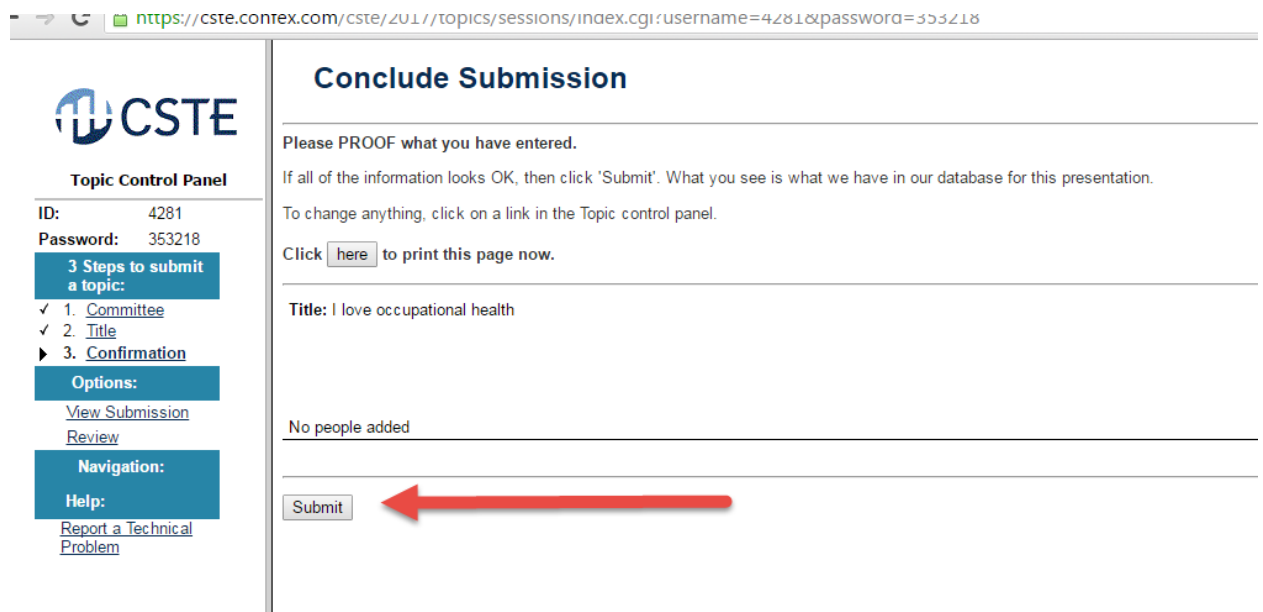
How to submit a topic for the 2017 annual conference abstract process

- 5) Enter one **Topic** at a time and your email, then click **Save**. Yes, each topic must be submitted separately and your email address included each time.



The screenshot shows the CSTE Topic Control Panel. On the left, there is a sidebar with the CSTE logo, ID: 4281, Password: 353218, and a '3 Steps to submit a topic:' section with links for Committee, Title, and Confirmation. Below this are links for View Submission, Review, and a Navigation section with a Help link and a Report a Technical Problem link. The main content area has a 'Topic' input field, a 'Submitter's Email' input field, and a 'Save' button.

- 6) **Submit** your topic. Topics will not need to be reviewed and accepted this year since we don't have a membership wide open call for topics.



The screenshot shows the CSTE Conclude Submission page. The URL in the browser is https://cste.contex.com/cste/2017/topics/sessions/index.cgi?username=4281&password=353218. The sidebar on the left is identical to the previous screenshot, but the '3 Steps to submit a topic:' section now shows 'Committee' and 'Title' as completed (checked) and 'Confirmation' as the current step. The main content area has a heading 'Conclude Submission' and instructions: 'Please PROOF what you have entered. If all of the information looks OK, then click 'Submit'. What you see is what we have in our database for this presentation. To change anything, click on a link in the Topic control panel. Click [here](#) to print this page now.' Below this, the 'Title' is displayed as 'I love occupational health'. There is a section for 'No people added'. At the bottom, there is a 'Submit' button, which is highlighted by a large red arrow.

- 7) Review topics submitted for your committee under **Reports – Topics for Abstract Submission**