

How to submit a topic for the 2018 Annual Conference abstract process

- 1) Log-in to Confex with your Email and Password
<https://cste.confex.com/cste/2018/gateway.cgi>
 - Staff with access to 2017 Confex site should use your CSTE email and same password
 - New staff should use your CSTE email and create a password
- 2) For those with multiple committee roles, you may select any committee to enter topics
- 3) Select **Submit Topic for 2018 AC Committee** under the **Options** section

CSTE

Committee Control Panel
Control Panel

ID: 62

2 Steps to submit a Committee:

1. Committee
2. People

Review:

Assignments
Activity/Reports
Peer Review
Final Review
Worksheet

Options:

View Committee
Withdraw Committee
Contact People
Submit Topic for 2018 AC Committee
Assign
Withdraw Committee

Reports:

CF Agenda Report

Committee

Chronic Disease/MCH/Oral Health

Committee Chair

Nikka Sorrells
Council of State and Territorial Epidemiologists
2872 Woodcock Blvd Suite 250
Non-government private organization
Atlanta, GA 30341
Email: nsorrells@cste.org -- Will not be published
Alternate Email: nsorrells@cste.org -- Will not be published

Committee Co-Chair

Megan Toe
Council of State and Territorial Epidemiologists
2872 Woodcock Blvd, Suite 250
Non-profit
Atlanta, GA 30341
Email: mtoe@cste.org -- Will not be published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Email: mcleodb@mac.com -- Will not be published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

Topic ID: 4920

3 Steps to submit a topic:

1. Committee
2. Title
3. Confirmation

Options:

View Submission
Withdraw Topic
Review
Non-Paper Events
Schedule
Transfer
Update MeetingApp Data
View MeetingApp Page
This shows you the new display of the page immediately - it will take 15 - 30 minutes for changes to display

Choose Committee

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

Primary Title

- ☐ Chronic Disease/MCH/Oral Health
- ☐ Cross Cutting
- ☐ Environmental Health
- ☐ Infectious Disease
- ☐ Injury
- ☐ Occupational Health
- ☐ Substance Use
- ☐ Surveillance/Informatics

Submit

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- 5) Enter one **Topic** at a time and your email, then click **Save** and **Submit**. Topics can be edited before submission (for edits after submission see step 8). Yes, each topic must be submitted separately and your email address included each time.

The screenshot shows the CSTE Topic Control Panel for Topic ID: 4920. The panel includes a sidebar with navigation links and a main content area with input fields for 'Topic' and 'Submitter's Email'. A red arrow points to the 'Save' button.

CSTE

Topic Control Panel

Topic ID: 4920

3 Steps to submit a topic:

1. Committee
2. Title
3. Confirmation

Options:

- View Submission
- Withdraw Topic
- Review
- Non-Paper Events
- Schedule
- Transfer
- Update MeetingApp Data
- View MeetingApp Page

This shows you the new display of the page immediately - it will take 15 - 30 minutes for changes to display

Topic

Submitter's Email

Edit

Save

The screenshot shows the CSTE Topic Control Panel for Topic ID: 4920. The panel includes a sidebar with navigation links and a main content area with a 'Conclude Submission' section. A red arrow points to the 'Submit' button.

CSTE

Topic Control Panel

Topic ID: 4920

3 Steps to submit a topic:

1. Committee
2. Title
3. Confirmation

Options:

- View Submission
- Withdraw Topic
- Review
- Non-Paper Events
- Schedule
- Transfer
- Update MeetingApp Data
- View MeetingApp Page

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Abstracts:

Conclude Submission

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.

Title:
Test

No people added

Submit

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- 6) NEW – **Submit another topic** from the same page. Select **Submit Another Topic** from the left navigation panel.

The screenshot shows the CSTE Topic Control Panel. On the left, the 'Topic Control Panel' header is followed by 'Topic ID: 4923'. Below this, '3 Steps to submit a topic:' are listed with green checkmarks for '1. Committee', '2. Title', and '3. Confirmation'. Under 'Options:', 'Submit Another Topic' is highlighted in yellow, with a red arrow pointing to it. Other options include 'View Submission', 'Withdraw Topic', 'Schedule', 'Transfer', 'Update MeetingApp Data', and 'View MeetingApp Page'. The main content area on the right has a blue header 'Your topic submission has been received'. It includes a link 'Click here to print this page.' and a confirmation message: 'You have submitted the following Topic to 2018 CSTE Annual Conference. Receipt of t'. Below this, the title 'Test 2' is shown. A section 'No people added' is visible. At the bottom, a note states: 'If necessary, you can make changes to your topic between now and the deadline of Friday, September 22, 2017 .'. Two bullet points provide instructions on how to access the submission in the future. The footer mentions 'Any changes that you make will be reflected instantly in what is seen by the reviewers. You D'.

Topic Control Panel
Topic ID: 4923

3 Steps to submit a topic:

1. Committee
2. Title
3. Confirmation

Options:

- View Submission
- Withdraw Topic
- Schedule
- Transfer
- Submit Another Topic**
- Update MeetingApp Data
- View MeetingApp Page

This shows you the new display of the page immediately - it will take 15 - 30 minutes for changes to display

Abstracts:

Your topic submission has been received

Click [here](#) to print this page.

You have submitted the following Topic to 2018 CSTE Annual Conference. Receipt of t

Test 2

Title:
Test 2

No people added

If necessary, you can make changes to your topic between now and the deadline of Friday, September 22, 2017 .

- To access your submission in the future, use the direct link to your topic submission fr
- Or point your browser to <http://cste.confex.com/cste/reminder.cgi> to have that URL ma

Any changes that you make will be reflected instantly in what is seen by the reviewers. You D

- 7) Review and edit topics submitted for your committee under **Reports – Topics for Abstract Submission**. Note: Reports are accessed from the Committee Control Panel and not the Topic Control Panel.

The screenshot shows the CSTE Committee Control Panel. On the left, the 'Committee Control Panel' header is followed by 'ID: 62'. Below this, '2 Steps to submit a Committee:' are listed with green checkmarks for '1. Committee' and '2. People'. Under 'Review:', options include 'Assignments', 'Activity/Reports', 'Peer Review', 'Final Review', and 'Worksheet'. Under 'Options:', options include 'View Committee', 'Withdraw Committee', 'Contact People', 'Submit Topic for 2018 AC Committee', 'Assign', and 'Withdraw Committee'. Under 'Reports:', options include 'CE Agenda Report', 'CE Session Report', 'TOPICS for Abstract Submission' (highlighted in yellow with a red arrow), 'Submission Report', 'Submission Report with text', 'All Submissions', and 'Review Report'. The main content area on the right has a blue header 'TOPICS for Abstract Submission for use in Committee Control Panels (accepted topics)'. Below this is a download link. A table lists the topics:

Program	ID	Committee	Topic Title
Topics	4920	Chronic Disease/MCH/Oral Health	Test
Topics	4923	Chronic Disease/MCH/Oral Health	Test 2

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- 8) From the Topics for Abstract Submission Report, edit topics by selecting the ID number and then the Title step. Click **Save** after you edit.

CSTE

Committee Control Panel

ID: 62

2 Steps to submit a Committee:

- ✓ 1. Committee
- ✓ 2. People

Review:

- Assignments
- Activity/Reports

TOPICS for Abstract Submission for use in Committee Control Panels (accepted topics)

[Download: TOPICS for Abstract Submission for use in Committee Control Panels \(accepted topics\)](#)

Program	ID	Committee	Topic Title
Topics	4920	Chronic Disease/MCH/Oral Health	Test
Topics	4923	Chronic Disease/MCH/Oral Health	Test 2

CSTE

Topic Control Panel

Topic ID: 4920

3 Steps to submit a topic:

- ✓ 1. Committee
- ✓ 2. Title
- ✓ 3. Confirmation

Options:

- View Submission
- Withdraw Topic
- Schedule
- Transfer
- Submit Another Topic
- Update MeetingApp Data
- View MeetingApp Data

Arrange Topic

Test

Shown below are accepted and unreviewed papers in this session (withdrawn and rejected papers). See [step-by-step instructions](#) for arranging sessions.

ORAL author prefers to present orally
ORAL ! author will only present orally

Filtering Options:

☐ **Hide Rejected Abstracts**

Unscheduled - "
Test [#4920 contains 0 abstracts.]