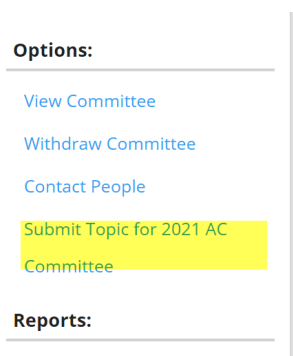


How to submit a topic for the 2021 Annual Conference abstract process

Please note some screen grabs are from previous years.

- 1) Log-in to Confex with your Email and Password
<https://cste.confex.com/cste/2021/gateway.cgi>
 - Staff with access to 2020 Confex site should use your CSTE email and same password from last year
 - 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 2021 AC Committee** under the **Options** section of your **Committee Control Panel**

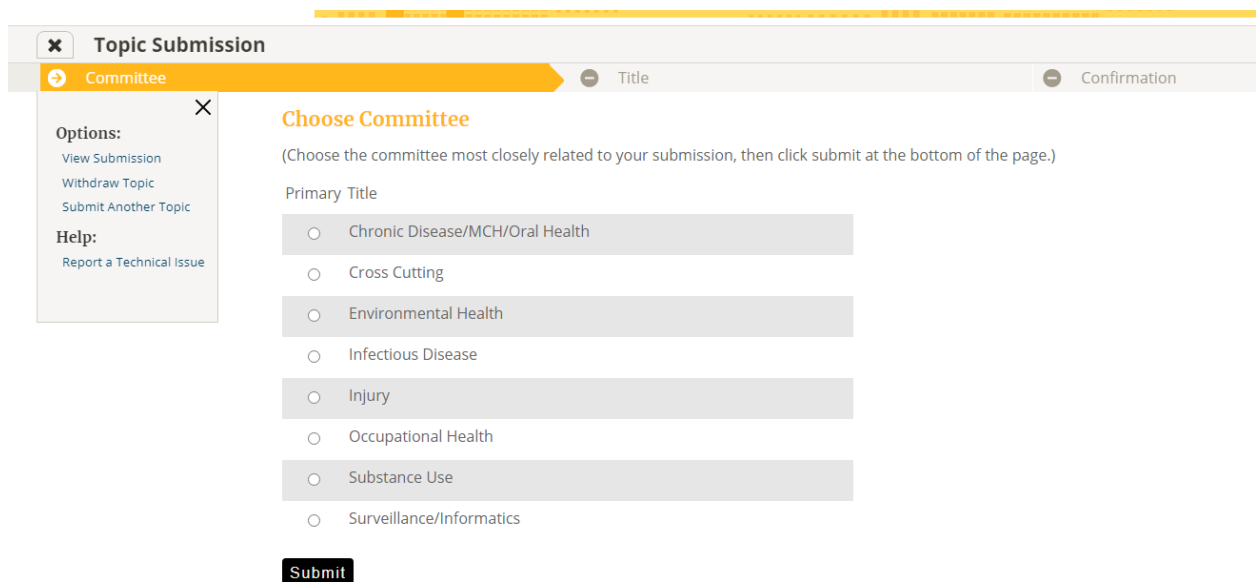


Options:

- [View Committee](#)
- [Withdraw Committee](#)
- [Contact People](#)
- [Submit Topic for 2021 AC Committee](#)**

Reports:

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



Topic Submission

Committee Title Confirmation

Options:

- [View Submission](#)
- [Withdraw Topic](#)
- [Submit Another Topic](#)

Help:

- [Report a Technical Issue](#)

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

How to submit a topic for the 2021 Annual Conference abstract process

- 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). Each topic must be submitted separately with your email address included each time.

The screenshot shows the 'Topic Submission' interface with the 'Committee' tab active. The 'Topic' and 'Submitter's Email' input fields are highlighted in yellow. A red arrow points to the 'Save' button.

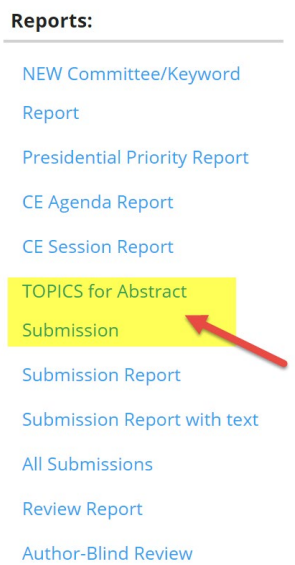
The screenshot shows the 'Topic Submission' interface with the 'Title' tab active. The 'Conclude Submission' section is visible, containing instructions and a 'Submit' button highlighted in yellow. A red arrow points to the 'Submit' button.

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

The screenshot shows the 'Topic Submission' interface with the 'Committee' tab active. The 'Submit Another Topic' option in the left navigation panel is highlighted in yellow.

How to submit a topic for the 2021 Annual Conference abstract process

- 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.



- 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.

https://cste.conrex.com/cste/2021/subjects/index.cgi?username=ys&password=101111

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	6904	Environmental Health	Test Topic 1 EH
Topics	6905	Environmental Health	Test Topic 2 EH

Topic Submission ID: 6904

Committee Title Confirmation

Navigation:
[Back to Committee](#)
[Back to Program](#)
[Back to Meeting](#)

Options:
[Review](#)
[View Submission](#)
[Withdraw Topic](#)

Topic
Test Topic 1 EH

Submitter's Email
bchristner@cste.org

Save