

How to submit a workshop agenda for the 2022 AC in Confex

- 1) Log-in to Confex with your Email and Password.

<https://cste.confex.com/cste/2022/gateway.cgi>

- Staff who programming abstracts in 2022 use your same log-in information.
- Staff new to Confex programming should use your CSTE email and create a password.

- 2) Select the committee where your workshop is assigned.

- 3) From the Committee Control Panel (left navigation panel), under **Reports**, select **Scheduled Sessions**. From this report find your workshop and click on the workshop ID.

Scheduled Sessions (for Committee CPs)

[Download: Scheduled Sessions \(for Committee CPs\)](#)

Program	ID	Committee	Title	SubTitle	Type	Virtual Format	D
Workshop	7350	Cross Cutting	State Epi Forum (Invitation Only)		Workshop	Semi-Live	Si
Poster Sessions	7369	Cross Cutting	Cross Cutting	Cross Cutting Poster Award Finalists	Poster Award	OnDemand	Si

- 4) Click the workshop ID to go directly to your workshop session. Enter an abstract for each presentation on the workshop agenda by clicking under **Abstracts** and then **Add**. Adding a new abstract will open a new window. Go back to the Session window to “refresh” the display to view abstracts entered or to enter another abstract.

Session Submission

☒ Committee ☒ Setup

Navigation:

- Back to Committee
- Back to Program

Options:

- View Submission
- Withdraw Session

Abstracts:

- Print
- Add**
- Arrange

Help:

- Report a Technical Issue

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State

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30

Start Time

3:00 PM

How to submit a workshop agenda for the 2022 AC in Confex

- 5) Enter basic presentation **Title, Author, and Text** information by following the steps for an abstract submission and ensure you save at each step. You will need to actually click **Title** from the horizontal navigation bar to begin the process. Please note some instructions for traditional abstract submission remain in the system as standard language for future use.

Steps in process – Title, Author, Abstract Text, and Confirmation

The screenshot shows a navigation bar for 'Abstract Submission'. It has four steps: 'Title' (active, highlighted in orange with a right arrow), 'Author' (inactive, grey with a left arrow), 'Abstract Text' (inactive, grey with a left arrow), and 'Confirmation' (inactive, grey with a left arrow). Below the navigation bar, the text 'Abstract #15110' is visible.

STEP A – TITLE (No committee, topic, keywords or all the abstract process questions are required or included)

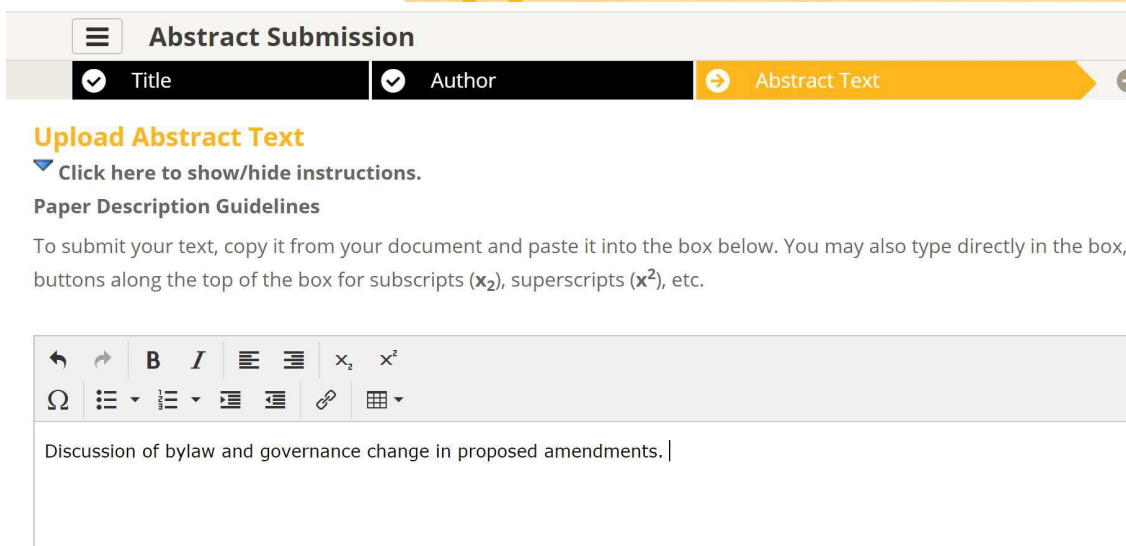
The screenshot shows the 'Abstract Submission' form for Step A: Title. The navigation bar has 'Title' as the active step. Below the navigation bar, the text 'Abstract #15110' is visible. The 'Title' section contains instructions: 'Use a concise title, not to exceed 185 characters, that summarizes the content of the abstract. The title word count is not included in the overall abstract limit of 400 words. Title case should be used where the first letter of each word (nouns, pronouns, verbs, adjectives, adverbs and some conjunctions) are capitalized. Please do not begin the title with "The" or end with a period.' A link 'Click here for help with special title fonts and characters.' is provided. A text input field contains 'Test - All about bylaws'. A 'Save' button is at the bottom.

STEP B – AUTHORS (Suggest only including presenting authors; full contact information will be needed if the presenting author is not already in the system)

The screenshot shows the 'Abstract Submission' form for Step B: Author. The navigation bar has 'Author' as the active step. Below the navigation bar, the text 'Abstract #15110' is visible. The 'Search For An Author(S)' section contains instructions: 'Before adding a new name, search the database to see if that name and contact information have already been entered.' A list of instructions follows: 'The search is not case sensitive and returns only exact matches', 'Do not use wildcard characters such as *', 'You may use special (accented) characters', 'If the name is not found, enter it in the data entry form that appears next', and 'If you have misspelled the last name and it appears on the form on the next page, click your browser's back button to re-enter the name. Please do not correct the misspelled name in the form as it will create a duplicate record.' Below the instructions, there are input fields for 'Last Name:' (containing 'Christner') and 'Email Address:'. A 'Search' button is at the bottom.

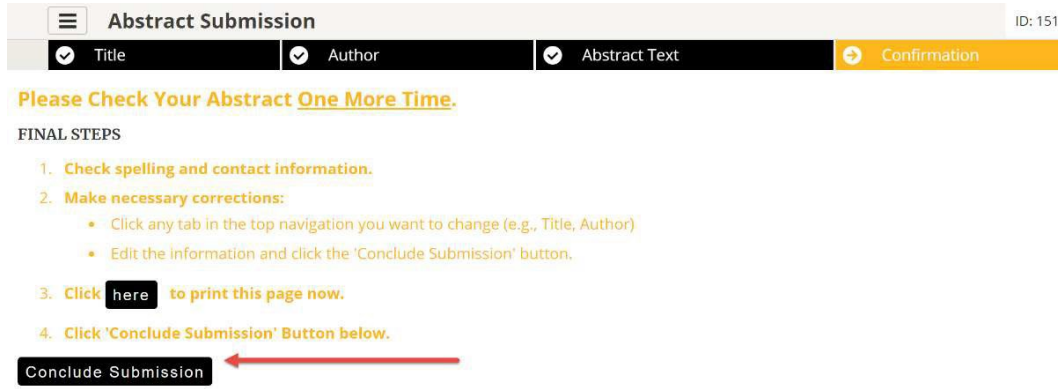
How to submit a workshop agenda for the 2022 AC in Confex

STEP C – ABSTRACT TEXT (Can be as simple sentence or more depending on workshop needs)



The screenshot shows the 'Abstract Submission' interface. At the top, there is a navigation bar with three tabs: 'Title', 'Author', and 'Abstract Text'. The 'Abstract Text' tab is currently selected and highlighted in yellow. Below the navigation bar, the heading 'Upload Abstract Text' is followed by a link 'Click here to show/hide instructions.' and a section titled 'Paper Description Guidelines'. The guidelines text states: 'To submit your text, copy it from your document and paste it into the box below. You may also type directly in the box, buttons along the top of the box for subscripts (x_2), superscripts (x^2), etc.' Below this text is a rich text editor toolbar with various icons for undo, redo, bold, italic, bulleted list, numbered list, subscript, superscript, link, and table. The text area below the toolbar contains the sentence: 'Discussion of bylaw and governance change in proposed amendments. |'

STEP D – CONCLUDE SUBMISSION (It is not complete until you click the Conclude Submission button)



The screenshot shows the 'Abstract Submission' interface with the 'Confirmation' tab selected. The navigation bar at the top has four tabs: 'Title', 'Author', 'Abstract Text', and 'Confirmation'. The 'Confirmation' tab is highlighted in yellow. Below the navigation bar, the heading 'Please Check Your Abstract One More Time.' is followed by a section titled 'FINAL STEPS'. The steps are listed as follows: 1. Check spelling and contact information. 2. Make necessary corrections:

- Click any tab in the top navigation you want to change (e.g., Title, Author)
- Edit the information and click the 'Conclude Submission' button.

 3. Click [here](#) to print this page now. 4. Click 'Conclude Submission' Button below. At the bottom of the page, there is a 'Conclude Submission' button, which is highlighted with a red arrow pointing to it.

- 6) **REVIEWING the AGENDA.** After all presentations are entered, then go back to the session window and refresh the display to view all presentations in the workshop. Review the order of presentations and adjust the order if needed under the column "Order Within Group". The system will default to most recent entry on top.

How to submit a workshop agenda for the 2022 AC in Confex

30 minutes/session (default duration)					
Start Time	Preferred Format	Special Duration (min.)	Final Paper Number	Order Within Group	Accept
3:00 PM		30		1	
3:30 PM		45		2	
4:15 PM		60		3	

Each abstract will need a presentation length in minutes. The system will default to 30 minutes for each presentation. Since workshops are not programmed like our traditional abstract sessions with standard presentation and session lengths, *please be careful not program individual presentation times that add to more than the total session time*. Unless all the presentations have the same presentation length, you will need to assign a time for each presentation under the column “Special Duration”. Introductions, welcome, Q&A, discussion, and breakout sessions should be entered in Confex.

State Epi Forum (Invitation Only) [Workshop #7350 contains 3 abstracts.]

Staff Lead: Jennifer Lemmings, Council of State and Territorial Epidemiologists, Atlanta, Georgia

30 minutes/session (default duration)							
Start Time	Preferred Format	Special Duration (min.)	Final Paper Number	Order Within Group	Accept All None	Transfer All None	Event
3:00 PM		5		1	☐		(id=15070) Test - Welcome and Agenda Review . B. Christner
3:05 PM		5		2	☐		(id=15073) Test - Introductions . B. Christner
3:10 PM		30		3	☐		(id=15110) Test - All about Bylaws . B. Christner

Update

How to submit a workshop agenda for the 2022 AC in Confex

After all the presentations are entered, presentation order and times reviewed, then accept all the presentations in the session by clicking the checkbox under the column “Accept”. This will change the presentation row color from purple to green and display an “A” in place of the checkbox.

State Epi Forum (Invitation Only) [Workshop #7350 contains 3 abs]

Staff Lead: Jennifer Lemmings, Council of State and Territorial

30 minutes/session (default duration)

Start Time	Preferred Format	Special Duration (min.)	Final Paper Number	Order Within Group	Accept	Transfer	Event
3:00 PM		5		1	☒		(id=...) Ch...
3:05 PM		5		2	☒		(id=...)
3:10 PM		30		3	☒		(id=...)

Update

- 7) **ADD the session moderator(s).** On the session submission page, click People from the horizontal navigation bar and enter names similar to the step for presenting author names. Moderators are only assigned at the session level and may not be programmed per presentation or topics on the agenda.

ROLE	PERSON	EDIT	DELETE
Staff Lead	Jennifer Lemmings		

Add new person

Presentation	Speaker	Delete	Move	Paper Submitter
Test - Welcome and Agenda Review	Beverly Christner			
Test - Introductions	Beverly Christner			
Test - All about Bylaws	Beverly Christner			

Next step: **Confirmation**

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duplicate record.

Last Name:

Email Address:

Role:

- ☐ Alternate Moderator
- ☐ Moderator
- ☐ Staff Lead
- ☐ Staff Co-Lead
- ☐ Facilitator
- ☐ Presenter

Search

- 8) Agenda is built after all the steps are completed. **The agenda submission deadline is Friday, April 22, 2022.**