

CSTE Position Statement Submitting Author Responsibilities

BEFORE POSITION STATEMENT SUBMISSION

- ☐ Login to www.cste.org to confirm Active Membership status. Renew membership/join CSTE if necessary.
- ☐ Review past versions of position statement (if applicable)
- ☐ Request editable version of appropriate position statement (PS) template by emailing the National Office at positionstatements@cste.org.
- ☐ Identify STLT and federal SMEs to contribute to PS discussions
- ☐ Lead discussions and writing of position statement
 - ☐ NEW: Complete Technical Supplement
 - ☐ NEW: Complete NNC Recommendation Statement (if applicable)
- ☐ Vet position statement with appropriate CSTE Steering Committee(s), Subcommittee(s), and other stakeholders
- ☐ Submit position statement to positionstatements@cste.org by **March 15, 2018**
- ☐ NEW: Submit Technical Supplement to positionstatements@cste.org by **April 26, 2018**

BEFORE CSTE ANNUAL CONFERENCE

- ☐ Participate in discussions with appropriate Steering Committee Chair regarding edits if needed
- ☐ Participate in at least ONE position statement discussion webinar (to be hosted in May 2018) as scheduled by the CSTE National Office
- ☐ If cannot attend the CSTE Annual Conference, identify an Active Member author to participate in all position statement-related conference activities

AT CSTE ANNUAL CONFERENCE

- ☐ Attend and lead discussion at appropriate Steering Committee roundtable(s) if needed
- ☐ Attend and lead discussion at appropriate Steering Committee voting session(s)
- ☐ Make any necessary edits to position statement at onsite Business Office
- ☐ Attend and lead discussion at the CSTE Business Meeting

AFTER ANNUAL CONFERENCE

- ☐ NEW: For conditions added to/updated on the NNC List, work with CDC NNDSS team to ensure correct interpretation of case definition.
- ☐ Follow-up on responses as needed after receipt of responses to approved PS's.