

CSTE Position Statement Submitting and Presenting Author Responsibilities

Electronic signature due within one week of template request.

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; see [Position Statement Archive](#))
- ☐ Request editable version of appropriate position statement (PS) template by filling out template request form
- ☐ Review template instructions in their entirety
- ☐ Identify STLT and federal SMEs (including primary SME) to contribute to PS discussions
 - ☐ Submit list to CSTE within 2 weeks of template request
- ☐ Lead discussions and writing of position statement
 - ☐ Complete Technical Supplement
 - ☐ Complete NNC Recommendation Statement (if applicable)
 - ☐ For new NNCs, coordinate with federal SMEs to submit completed CSTE Case Notification Request (CNR) Statement ([download link](#))
- ☐ Vet position statement with appropriate CSTE Steering Committee(s), Subcommittee(s), and other stakeholders
- ☐ Submit position statement to positionstatements@cste.org by **March 30, 2023**

BEFORE CSTE ANNUAL CONFERENCE

- ☐ If cannot attend the CSTE Annual Conference (June 25-29, 2023), identify an Active Member author to participate in all position statement-related conference activities as Presenting Author
- ☐ Participate in discussions with appropriate Steering Committee Chair regarding edits if needed
- ☐ Participate in and present during at least ONE position statement discussion webinar (to be hosted in May/June 2023) as scheduled by the CSTE National Office
- ☐ Address/incorporate membership feedback and concerns

AT CSTE ANNUAL CONFERENCE

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

AFTER ANNUAL CONFERENCE

- ☐ Collaborate with National Office during final technical review
- ☐ Work with CDC DHIS team to ensure correct interpretation of case definition for NNDSS purposes
- ☐ Follow-up on responses as needed after receipt of responses to approved PS's

Submitting and Presenting Author Acknowledgement:

I have reviewed and understand all responsibilities expected of the submitting author listed above.

_____ (electronic signature) 1/5/2023 (date)