



THE CHANGING HEALTHCARE LANDSCAPE: NEW OPPORTUNITIES FOR IMPROVING POPULATION HEALTH

2011 CSTE ANNUAL CONFERENCE

GUIDELINES FOR ABSTRACT SUBMISSION

Proposals for presentations at the 2011 CSTE Annual Conference should be made using the formal online abstract process. The Program Planning Committee will review abstracts for timeliness, relevance of topic, and potential to contribute to a well-balanced program. All abstracts must be submitted via the online abstract system no later than **Friday, January 7, 2011 at 11:59 p.m. Eastern Standard Time.** Proposals that are incomplete, late or submitted in an inappropriate format will not be considered.



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PITTSBURGH PENNSYLVANIA **JUNE 12-16**

GENERAL INFORMATION

- There is a preferred limit of 400 words for the body of your abstract (not including the title).
- Please limit the use of all caps to acronyms of organization names, and please spell out organization names on first reference.
- Submit each individual abstract to the appropriate Sub-Committee. Review the list of Sub-Committees carefully to determine which one might be most appropriate for your subject area. Abstract topics are available on the CSTE website at www.cste.org.
- Duplicate abstracts will not be considered.
- Concluding statements such as “to be completed” may not be accepted.
- Review all information to ensure it is complete. Revisions to your abstract may be made at any time until the abstract submission deadline.
- Submission of an abstract implies that you (or a substitute presenter) are committed to making the presentation at the meeting if your abstract is accepted. All speakers are required to register for the conference and pay related fees. CSTE does not provide a travel allowance, honorarium or reimbursement for speakers attending the conference.
- CSTE membership is not required to submit an abstract.

ONLINE ABSTRACT SYSTEM

Please follow all directions provided in the online abstract system to ensure your abstract is entered correctly. The system divides the submission process into steps so that information can be entered, previewed and saved at each step. The steps in the submission process are shown as links in the left navigation panel. At any time in the process you may navigate between steps to make revisions or corrections. By following the directions on each page in the submission process, you will automatically proceed through every step needed to submit an abstract.

Once you have decided on your presentation format, the steps involved in the online abstract submission are:

- Step 1 – Title and Body
- Step 2 – Sub-Committee and Topic
- Step 3 – Speakers
- Step 4 – Keywords
- Step 5 – Proof and Submit

After you have completed all steps in the process and are ready to submit an abstract for consideration, please carefully proofread your abstract on the final step – “Proof & Submit”. If an error box appears on the final step, you must correct all errors or omissions before the abstract can be submitted. Once the errors have been resolved the “Submit” button will appear, and pressing it, will submit your abstract. If you exit the system without submitting the abstract, it will be logged in the system as a “Draft” and considered incomplete. Abstracts that you have entered into the online system are listed under the heading “View Submissions” and are organized by the presentation format. PLEASE NOTE: If you have entered multiple abstracts in different formats, please visit the Submission Tab, select the format for view, and click “View Submissions”. All abstracts must be submitted via the online abstract system as final (indicated as *submitted* under View Submissions) no later than **Friday, January 7, 2011 at 11:59 p.m. Eastern Standard Time.**

If you have any difficulty with the submission process that you cannot resolve through the online technical support, then please contact the CSTE National Office.

ABSTRACT FORMAT



Abstract text should adhere to the required format.

PRESENTATION FORMAT

Choose a preferred presentation format. While the Program Planning Committee will attempt to schedule selected abstracts for the requested presentation format, this will not always be possible. An option is available to select a secondary format if the Program Planning Committee cannot accommodate your preferred format

BREAKOUT PRESENTATION – SINGLE SPEAKER

Findings are presented on a specific topic within a breakout session with the opportunity for audience Q&A. Presentations are approximately 20 minutes, with one (1) speaker slot available for the submitted abstract.

POSTER PRESENTATION

A visual illustration of findings displayed through graphics, photographs, diagrams and limited text on a poster board. Presentations are limited to one (1) speaker slot available for the submitted abstract.

ROUNDTABLE OR DISCUSSION ROOM PRESENTATION

Informative presentation focusing on recent findings or innovative topics, with substantial opportunity for discussion among attendees. Presentations are limited to two (2) speaker slots available for the submitted abstract.

NEW – SOFTWARE DEMONSTRATION

Software technology applications developed by a state, local, territorial, tribal or federal agency for public health. For profit agencies are not eligible and should consider becoming an exhibitor to demonstrate their product. Presentations are limited to two (2) speaker slots available for the submitted abstract.

TITLE

- The title is not included in the abstract word count; however, titles should not exceed 185 characters.
- Capitalize only the first letter of the title, any proper nouns or acronyms, and the first word following a colon (:).
- ◉ Example: *Engineering gene expression of Escherichia coli by mRNA: Applications in molecular biology*
- Do not begin paper titles with “The.”
- Do not end title with a period.
- Use a concise title that summarizes the content of the abstract.
- Do not use abbreviations.

REQUIRED BODY FOR BREAKOUT AND POSTER PRESENTATIONS

BACKGROUND: Study objectives, hypothesis, or a description of the program.

METHODS: Study design and appropriate statistical analysis.

RESULTS: Specific results in summary form.

CONCLUSIONS: Description of the main outcome of the study.

ABSTRACT FORMAT



Abstract text should adhere to the required format.

REQUIRED BODY FOR ROUNDTABLE OR DISCUSSION ROOM PRESENTATIONS OR SOFTWARE DEMONSTRATIONS

KEY OBJECTIVE OR DISCUSSION POINTS

BRIEF SUMMARY

SUB-COMMITTEE AND TOPIC

- Abstracts will be divided into Sub-Committees for review and programming purposes based on topic areas.
- Available Sub-Committees:
 - Chronic Disease / MCH / Oral Health
 - Cross-Cutting
 - Environmental Health
 - Infectious Disease
 - Injury Control and Prevention
 - Occupational Health
 - Surveillance / Informatics
- The Program Planning Committee reserves the right to reassign your abstract within Sub-Committees.

KEYWORDS

Choose up to three keywords from the available list that is most relevant to your abstract.

SPEAKERS AND AUTHORS

- Abstracts should be completed by the primary speaker if co-speakers are involved with the presentations.
- Abstracts should include all pertinent speaker contact information.
- A speaker is defined as the person who will be presenting at the conference and may or may not be an author.
- An author may be listed as part of the abstract, but should not be listed as a speaker unless the author is actually presenting the abstract. Authors will not be printed in the final program.
- Formal letters of invitation are sent by e-mail from the CSTE National Office during the first week of March 2011. All primary speakers receive a formal communication regarding the Program Planning Committee's determination. Co-speakers and authors do not receive any communications from CSTE.
- It is the responsibility of the primary speaker to communicate with any co-speakers. For breakout presentations, the primary speaker is responsible for coordinating the presentation with the moderator selected by the Program Planning Committee for the session.

CHANGES/ WITHDRAWALS

To modify an existing abstract, please log-in to the Abstract Submission Site using your User ID and Password. Once logged-in, choose the presentation format initially selected for the abstract then select "View Submissions" from the left navigation panel. Please follow all directions provided under "View Submissions" to modify and submit a final abstract. You may edit or withdraw your abstract at any time until the abstract deadline. It is important to resubmit an edited submissions or it will not be considered. No changes or modifications are allowed after the abstract submission deadline. Deleted submissions cannot be restored. PLEASE NOTE: If you have entered multiple abstracts in different formats, please visit the Submission Tab, select the format for view, and click "View Submissions".

If you forgot your login information, DO NOT create another account. You will not have access to any abstracts created in your account if you create another one. Please use the "Forgot Your Password?" menu item.

Withdrawal of an accepted abstract must be made no later than 11:59 p.m. Eastern Standard Time on **March 25, 2011** by contacting bchristner@cste.org. Withdrawals made after this date or failure to present an accepted abstract could result in disqualification from presenting an abstract at future conferences.

INVITATION RESPONSE

Formal letters of invitation are sent by e-mail from the CSTE National Office during the first week in March 2011. All primary speakers receive a formal communication regarding committee determination. All speakers are expected to register for the conference and pay related fees. Response to the invitation to present is required no later than 11:59 p.m. Eastern Standard Time on **March 25, 2011**. Speakers may respond to the invitation online or by contacting the CSTE National Office.

SPEAKER DISCLOSURE

Speakers must disclose to participants prior to speaking any significant financial interest or other relationships with the manufacturer(s) of any commercial product(s) or provider(s) of any commercial services discussed in a session presentation and with any commercial supports of the activity. This pertains to relationships with pharmaceutical companies, biomedical device manufacturers or other corporations whose products or services are related to the subject matter of the presentation topic. Having an interest or affiliation with a corporate organization does not prevent a speaker from making a presentation, but the relationship must be made known in advance to the audience. Questions regarding CSTE speaker disclosure should be directed to the CSTE National Office.

MEDIA

CSTE may select presentations or sessions for promotion to media outlets during the CSTE Annual Conference. As part of the abstract submission process, please indicate if you consider the contents of your abstract newsworthy for media promotion or if you are constrained by organizational media relations policies and cannot participate in any CSTE media promotion.

CSTE AWARD IN ADDRESSING RACIAL & ETHNIC DISPARITIES – RWJF AWARD

The “Robert Wood Johnson Foundation National Award for Outstanding Epidemiology Practice in Addressing Racial and Ethnic Disparities” was established by CSTE to recognize an individual presenter at the CSTE Annual Conference whose professional work advances public health knowledge through epidemiology and applied research in racial and ethnic disparities and improves public health practice through effective use of data and epidemiology.

Criteria for consideration:

- Abstract should address racial and ethnic health disparities.
- Speakers should be from a state or local health department.
- Abstract is selected to present a breakout presentation or poster.

Criteria for selecting the award recipient:

- Impact of work in the field of eliminating health disparities.
- Contribution/translation to practice.
- Policy implications for evoking long-term change in eliminating and preventing health disparities.
- Quality of poster or breakout session presentation.

The award recipient will be presented with a commemorative plaque and a \$1,000 honorarium at the CSTE President’s Banquet. Speakers interested in being considered must apply through the abstract submission process by the deadline. Late-breaker abstracts are not eligible for consideration.

LATE-BREAKER ABSTRACTS

Abstracts containing data not available by the original abstract deadline may be submitted as late-breakers.

- The late-breaker abstract submission process will open on **April 1, 2011.**
- All late-breaker abstracts must be submitted via the abstract submission website by **Friday, April 22, 2011 at 11:59 p.m. Eastern Standard Time.**
- Late-breaker abstracts are highly competitive as space is limited. Only abstracts containing truly late-breaking research or outbreak or event responses will be considered.
- Only one speaker per presentation will be allowed during the late-breaker session.
- The late-breaker session agenda will not be published in the final printed program.

OUTSTANDING POSTER PRESENTATION AWARDS

Poster presentations are an important and valued part of the CSTE Annual Conference. For 2011, CSTE will recognize the work of poster presenters by offering six awards, one for each CSTE Steering Committee. CSTE will award an individual plaque in each category annually during the Wednesday morning Plenary Session.

Nomination and Selection Process:

Only abstracts submitted and accepted for poster presentation at the 2011 CSTE Annual Conference will be eligible. Planning Committee members or members of their Sub-Committee may nominate an eligible abstract for consideration to the Review Committee. A Review Committee of CSTE Members and Staff decide on abstracts to be reviewed, score and decide on the finalists and winners. Only one poster per presenter may be considered.

Criteria for Nomination:

- Scientific content, including originality, study design and analysis;
- Public health impact; and
- Exemplifies the effective and innovative application of epidemiologic methods in an investigation or study.

Poster Finalists

Of those abstracts that met the criteria, up to five finalists in each CSTE Steering Committee may be chosen by the Review Committee. Finalists will be announced April 1, 2011 and will have their poster remain in place for the duration of the conference. The Review Committee will view finalists during the conference using a score sheet based on the above mentioned criteria.

QUESTIONS

Call the CSTE National Office at (770) 458-3811 or visit our website at www.cste.org