

2013 ANNUAL CSTE CONFERENCE

EPI ON THE EDGE



GUIDELINES FOR PRESENTATION

BREAKOUTS, ROUNDTABLES, POSTERS AND SOFTWARE DEMONSTRATIONS

All presenting authors and moderators are expected to register for the conference and pay related fees. CSTE does not provide a travel allowance, honorarium or reimbursement for presenting authors or moderators attending the conference. CSTE membership is always encouraged for presenting authors and moderators, but it is not a requirement to present at the conference.

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PASADENA CALIFORNIA

JUNE 9th thru 13





BREAKOUT PRESENTATIONS

- Breakout sessions involve oral presentations focused on specific topics and are designed to share information and stimulate discussion. Traditionally, CSTE breakout sessions include three to five presentations or one panel presentation.
- Breakout sessions are 90 minutes in length, and presentation time allotted for the session is identified in the invitation letter made by email.
- Presentation time is the total time allotted for the presenting author(s) making the presentation to ensure adequate time for all presentations. Presentation time may include a question and answer period either at the end of each presentation or at the end of the entire session, please refer to your invitation letter. **Be sure to limit your presentation to the time allotted.**
- Questions regarding the breakout session, time allotment or general content information for your session should be directed to your session moderator. Moderator contact information is provided with your invitation email. If a moderator is not currently identified, then the Program Planning Committee has not selected an individual for the role and will be doing so within the next few weeks. In this case, please contact the CSTE National Office if you have any questions.
- Presenting authors should not promote the services or products of their organization as part of their presentation.

PRESENTATION FORMAT

- PowerPoint is recommended for all breakout presentations. Please note there is a file size limit of 35MB.
- **PowerPoint presentations should be formatted on a flash drive and brought with you to the conference to upload in the meeting room.** Please arrive at your designated meeting room 10-15 minutes prior to your scheduled session to meet your moderator and load your presentation on the laptop computer.
- Backgrounds of slides should never be white, unless black block lettering is used. Light colored backgrounds can be used if black block lettering is used. However, the most effective backgrounds are deep blue with either yellow or white lettering. Avoid deep red or blue lettering as it is difficult to read against a dark background.
- Avoid printing text over patterned backgrounds. Use high contrast between lettering and background.
- Each slide should present one subject; avoid detail, but instead display only essential data. Busy slides are confusing to the audience.
- Avoid complex graphics and tables.
- Simplify by using key words, brief and concise phrases and avoid complete sentences.
- Presentations should be rehearsed prior to the session for timing and delivery.
- Engage with your audience by looking at them rather than the screen or your notes.
- Briefly describe PowerPoint slides, but do not read your slides verbatim.
- Allow enough time for people to read each visual during presentation.

AUDIO/VISUAL EQUIPMENT

- Breakout sessions will have audiovisual equipment available consisting of a laptop computer, LCD panel, screen and the appropriate sound equipment for room size.
- Sessions will not have telephone conferencing equipment, telephone line or internet line available.
- Additional equipment may be requested by contacting the CSTE National Office no later than Friday, April 5, 2013.
- By agreeing to present, you agree to allow CSTE to make audio and/or video recordings of your presentation(s) when appropriate for posting to the CSTE website.
- **Audio/Visual equipment is not available in Poster or Roundtable sessions.**

COMPUTER EQUIPMENT

- Computers are only available in breakout sessions and will be Windows 7 based PC with Microsoft PowerPoint 2007. Roundtable and Poster sessions will not have computer or audio/visual equipment.
- PowerPoint presentations should be compatible with software available.
- Presenting authors are responsible for verification of proper performance with their PowerPoint presentation and the available equipment prior to the session.
- If video or animation is included in the presentation, preferred video file formats are (.wmv) (.mpg) (.avi) (.swf) (.wav) and size should adhere to the total presentation file size limit of 35MB.
- Presenting authors using Apple Keynote will need to bring their own laptop, adapter and power cables to the session. CSTE is not responsible for your device.
- IT technicians are available onsite for assistance when needed. Because they monitor many technical components to the conference, they are not able to remain in the room throughout a session. If you need an IT technician onsite, please contact the registration desk.

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.

MODERATORS

- Breakout sessions are 90 minutes in length. Each presentation will be allotted time during the session. If a presentation has more than one presenting author, moderators will help ensure all authors adhere to the total allotted presentation time.
- Session moderators are selected by the Program Planning Committee.
- Moderators should review the breakout presentation guidelines regarding PowerPoint presentations.
- Prior to the conference, moderators should contact presenting authors to discuss the session and coordinate presentation(s). The first presenting author contact information is available through the online abstract website for moderators.
- Moderators are responsible for managing session time by calling the session to order as scheduled, introducing speakers, limiting presentations to the allotted time, and allowing time for questions and answers.
- Moderators should plan to arrive at the designated meeting room 10-15 minutes prior to the scheduled session to meet presenting authors and ensure presentations are loaded on the laptop computer. During this time, moderators should discuss a warning signal with presenting authors that will indicate a presentation should conclude within 2 minutes of the signal.
- Moderators should remind presenting authors that they must verbally disclose any financial support or conflicts of interests per the speaker disclosure guidelines.
- Audiovisual technicians are available onsite for assistance when needed. Because they monitor more than one meeting room at a time, they are not able to remain in the room throughout a session. If you need an audiovisual technician onsite, please contact the registration desk.

ROUNDTABLE PRESENTATIONS

- Sessions are less formal and focus on informative discussions of recent findings or innovative topics with substantial opportunity for discussion among attendees. PowerPoint presentations are not appropriate to session format.
- **Sessions will not have audiovisual equipment, telephone conferencing equipment, telephone line or internet line available.**
- Sessions are 45 minutes in length and are held during morning, lunch and afternoon periods.
- Each session is provided a small room set-up with a conference table and chairs.
- During lunch sessions, meals are not provided by CSTE; however, lunch options may be available for purchase through the facility.
- Handouts are not a requirement; however, if you want to distribute handouts, CSTE recommends that you bring plenty of copies with you. If you choose to print copies onsite, you may print a few copies in the CSTE business office to allow you to make additional copies at a copy shop/business office at your own expense.

SOFTWARE DEMONSTRATIONS

- Interactive demonstration of a special software application 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.
- Demonstrations will be assigned a meeting room, which will include internet access, LCD projection capability, computer and audio. Please also reference "computer equipment" under the Breakout Presentation section.
- You may only distribute freeware/shareware/demo disks during your session.
- Please plan to arrive 20 minutes before your session to load any certificate or security access on the laptop.
- Please limit the swapping out of any computers or cables as a laptop is provided in the session.

POSTER PRESENTATIONS

- Poster presentations are visual illustrations of findings displayed through graphics, photographs, diagrams and limited text on a poster board.
- Poster presentation materials must fit within the poster board display area of **4 feet tall x 8 feet wide.**
- Poster presenters should use a san serif font, such as Arial, because san serif fonts are easier to read than serif fonts, such as Times New Roman.
- Posters should be designed using appropriate font sizes so they can be easily viewed from 6 feet away.
- Thumbtacks will be available onsite for mounting the display.
- Each poster board is assigned a number that will correspond with the poster presentation.
- Posters are displayed for a full day, from 7:30 a.m. to 4:00 p.m. on Monday or Tuesday.
- Outstanding Poster Award finalists will be displayed for full days on both Monday and Tuesday with presentations throughout the conference.
- Materials should be posted between 7:00 a.m. and 7:30 a.m. each morning and be removed at 4:00 p.m. on Monday and Tuesday, except for Outstanding Poster Award finalists. Posters left overnight or after 10:30 a.m. on Wednesday will be removed and discarded.
- Concurrent poster presentations are scheduled for 30 minutes at 10:00 a.m., 1:00 p.m. or 3:30 p.m. on Monday or Tuesday. Presenters are expected to remain by their poster boards during the presentation time.
- Poster sessions will not have audiovisual equipment, telephone conferencing equipment, telephone line or internet line available.
- Handouts are not a requirement; however, if you want to distribute handouts, CSTE recommends that you bring plenty of copies with you. If you choose to print copies onsite, you may print a few copies in the CSTE business office to allow you to make additional copies at a copy shop/business office at your own expense.

OUTSTANDING POSTER PRESENTATION AWARDS

Poster presentations are an important and valued part of the CSTE Annual Conference. 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 2013 CSTE Annual Conference will be eligible. Planning Committee members or members of their 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
- 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 by the first week in April and will have their poster remain in place on both Monday and Tuesday of the conference. The Review Committee will view finalists during the conference using a score sheet based on the above mentioned criteria and select one award recipient for each CSTE Steering Committee with eligible finalists.

INVITATION RESPONSE AND WITHDRAWALS

Formal letters of invitation are sent by email from the CSTE National Office during the first week of March 2013. All presenting authors receive a formal communication regarding the Program Planning Committee's determination. Non-presenting authors do not receive communications from CSTE. All presenting authors 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 22, 2013**. Submission of an abstract implies the presenting author(s) is committed to making the presentation. Should circumstances change and a presenting author is unable to attend, then

attempts should be made by the author to find a substitute presenting author. First presenting authors may respond to the invitation online or by email at bchristner@cste.org. The first presenting author is responding for all authors involved in the presentation if a second presenting author is allowed.

Withdrawal of an accepted abstract must be made no later than 11:59 p.m. Eastern Standard Time on March 22, 2013, 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.



PRESENTATION COPIES AND ONLINE PROGRAM

- The CSTE National Office does not collect presentations in advance of the meeting for availability onsite in the meeting rooms.
- If you would like your presentation to be part of the permanent online program, you may upload your presentation and/or handout through the CSTE conference website. This can be done at any time, but it is not a mechanism for uploading presentations prior to the meeting for availability in the meeting room.
- Authors that upload a presentation as part of the online program are granting permission for CSTE to post the presentation online for public viewing. Duplication is not authorized without the express written permission of the author. The author and "2013 CSTE Annual Conference" must be cited once permission is received.
- Handouts are not a requirement; however, if you plan to distribute handouts, CSTE recommends that you bring plenty of copies with you. If you choose to print copies onsite, you may print a few copies in the CSTE business office to allow you to make additional copies at a copy shop/business office at your own expense.

MEDIA

CSTE may select presentations or sessions for promotion to media outlets during the CSTE Annual Conference. Therefore, appropriately credentialed media personnel may attend conference sessions and will be identified through their conference name badge.

PHOTOGRAPHY DISCLOSURE

By participating in this conference you grant CSTE the right to use and distribute your image and/or voice in photographs, videotapes, electronic reproductions and audiotapes of such events and activities for use on our website, newsletter and other promotional materials.



CSTE BUSINESS OFFICE

A CSTE business office is available onsite for presenting authors to prepare and rehearse their presentations prior to their sessions. Presenting authors may also print a few copies of their presentation if needed. If you would like your presentation to be part of the permanent online program, you may upload your presentation and/or handout in the CSTE Business Office.

CONFERENCE EVALUATIONS

Starting June 10, 2013, a link to the overall online evaluation will be available on the CSTE website. All those completing an online evaluation by June 28, 2013, will be eligible for our drawing. Additional information will be available in the final program agenda. Evaluation data is shared only with the CSTE Executive Board and Program Planning Committee to enhance and improve future CSTE conferences.

QUESTIONS

Questions may be directed to the CSTE National Office at (770) 458-3811 or to our website at www.csteconference.org.

