



THE CHANGING HEALTHCARE LANDSCAPE: NEW OPPORTUNITIES FOR IMPROVING POPULATION HEALTH

2011 CSTE ANNUAL CONFERENCE

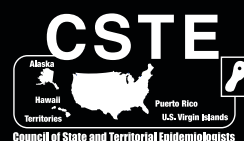
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PRESENTATION GUIDELINES

***SPEAKERS, MODERATORS,
ROUNDTABLES, DISCUSSION ROOMS,
SOFTWARE DEMONSTRATIONS
AND POSTERS***

All speakers, moderators and presenters are expected 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 always encouraged for speakers, but it is not a requirement.



PITTSBURGH PENNSYLVANIA JUNE 12-16

BREAKOUT PRESENTATION SPEAKERS



- Breakout sessions involve oral presentations focused on specific topics and are designed to share information and stimulate discussion. Traditionally, CSTE breakout sessions include three single-speaker presentations or one panel presentation.
- Breakout sessions are 90 minutes in length, and presentation time allotment for the session is identified in the invitation letter made by email.
- Presentation time is the total time allotted for the speaker(s) making the presentation to ensure adequate time for all presentations. Presentation time may include a question and answer period, please refer to your invitation letter. **Be sure to limit your presentation to the time allotted.**
- A question and answer period is allotted in each session either at the end of each presentation or at the end of the entire session.
- 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.
- 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.
- 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.

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.
- 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.
- Briefly describe PowerPoint slides, but do not read your slides verbatim.
- Allow enough time for people to read each visual during presentation.

PRESENTATION COPIES



- 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 abstract management system at <http://cste.abstractcentral.com>, which is the same site as abstract submission. 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.
- 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 speaker ready area to allow you to make additional copies at a copy shop/business office at your own expense.

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.
- Telephone conferencing equipment, telephone lines or internet lines are not available.
- Additional equipment may be requested by contacting the CSTE National Office no later than **Friday, April 29, 2011**.
- 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.

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

- Moderators are responsible for managing session time by calling the session to order as scheduled, introducing speakers, limiting speaker presentations to the allotted time, and allowing time for questions and answers.
- Session moderators are selected by the Program Planning Committee.
- Breakout sessions are 90 minutes in length. Each speaker within the session will be allotted time for their presentation. If a presentation has more than one speaker, moderators will help ensure all speakers adhere to the total allotted presentation time.
- Moderators should review the breakout presentation guidelines regarding PowerPoint presentations.
- Prior to the conference, moderators should contact session speakers to discuss the session and coordinate presentation(s). Speaker contact information is available through the online abstract website for moderators.
- Moderators should plan to arrive at the designated meeting room 10-15 minutes prior to the scheduled session to meet speakers and ensure presentations are loaded on the laptop computer. During this time, moderators should discuss a warning signal with speakers that will indicate a presentation should conclude within 2 minutes of the signal.
- 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.
- Moderators should remind speakers that they must verbally disclose any financial support or conflicts of interests per the speaker disclosure guidelines.

SPEAKER READY AREA CSTE BUSINESS OFFICE

A speaker ready area is available onsite in the CSTE Business Office for speakers to prepare and rehearse their presentations prior to their sessions. Speakers 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.

POSTER PRESENTERS



- 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 sans serif font, such as Arial, because sans 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 3:30 p.m. on Monday or Tuesday.
- Materials should be posted between 7:00 a.m. and 7:30 a.m. each morning and be removed at 3:30 p.m. on Monday and Tuesday. Posters left overnight or after 10:30 a.m. on Wednesday will be removed and discarded. *Except finalists for Outstanding Poster Presentation Awards.
- Concurrent poster presentations are scheduled for 30 minutes at either 10:00 a.m. or 3:00 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 speaker ready area 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. 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. The nomination and finalists selection period is from January through March of the conference year. Only one poster per presenter may be considered.

CRITERIA FOR NOMINATION:

- Scientific content, including originality, study design and analysis
- Public health impact
- 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 and select one award recipient for each CSTE Steering Committee.



ROUNDTABLE & DISCUSSION ROOM SPEAKERS

- Sessions focus on informative presentations of recent findings or innovative topics with substantial opportunity for discussion among attendees.
- 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.
- Sessions will not have audiovisual equipment, telephone conferencing equipment, telephone line or internet line available.
- During lunch session, meals are not provided by CSTE; however, lunch options are 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 speaker ready room 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 either be assigned a meeting room or space in the Exhibit Hall, which will include internet access, LCD projection capability, and audio.
- If only a few abstracts are selected by the Planning Committee, then demonstrations may be combined during one session.
- You may only distribute freeware/shareware/demo disks in the form of CDs 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.



INVITATION RESPONSE & WITHDRAWALS

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. 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.

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.

CONFERENCE EVALUATIONS

Starting June 12, 2011, a link to the overall online evaluation will be available on the CSTE website. All those completing an online evaluation by July 1, 2011, 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

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