CSTE Position Statement
Submitting 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)
☐ Request editable version of appropriate position statement (PS) template by filling out template request form
☐ 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)
☐ Vet position statement with appropriate CSTE Steering Committee(s), Subcommittee(s), and other stakeholders
☐ Submit position statement to positionstatements@cste.org by March 18, 2021

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 2021) as scheduled by the CSTE National Office
☐ Address/incorporate membership feedback and concerns
☐ 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 Position Statement Office
☐ Attend 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 Author Acknowledgement:
I have reviewed and understand all responsibilities expected of the submitting author listed above.

_______________________ (electronic signature)       _________ (date)