



Guidelines for ABSTRACT SUBMISSION

We are currently planning for the conference to be held in-person with some virtual components, however, if circumstances change due to public health recommendations for group gatherings, then all portions of the conference may be held virtually. Presenting authors will have an opportunity during submission to select in-person, virtual, or either option for their presentation preference. Information in these guidelines relates mostly to an in-person event. Additional speaker and moderator instructions will be provided at a later date.

Proposals for presentations at the 2022 CSTE Annual Conference should be made using the formal online abstract process. The Program Planning Committee will evaluate abstracts based on a number of criteria, including timeliness, relevance, design, clarity, outcomes, and potential impact. All abstracts must be submitted via the online abstract system no later than **Thursday, January 6, 2022 by 11:59 p.m. Eastern Time.** Proposals that are incomplete, late or submitted in an inappropriate format will not be considered.



*Unbridled Spirit
of
Public Health*

Important Dates

11-2 2021	Open: Call for Abstracts
1-6 2022	Deadline: Call for Abstracts
2-1 2022	Open: Registration and Hotel Accommodations
3-25 2022	Invitations Sent: Presenting Authors
3-25 2022	Open: Call for Late Breaker Abstracts
4-8 2022	Deadline: Call for Late Breaker Abstracts
4-29 2022	Invitations Sent: Late Breaker Presenting Authors
4-29 2022	Deadline: Presenter and Moderator Invitation Response
5-5 2022	Deadline: Early-Bird Registration

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General INFORMATION

Abstracts must represent the work of the authors listed and appropriately referenced.

Abstracts are limited to 400 words, not including the title and speaker bio.

The use of “all caps” should be limited to acronyms generally accepted in the field and names of organization; the full organization name on first reference.

Submit each individual abstract to the appropriate committee. Review the list of committees carefully to determine which one might be most appropriate for your subject area. Abstract topics are available on the CSTE website at www.csteconference.org.

Duplicate abstracts will not be considered.

Concluding statements such as “to be completed” should be avoided.

All information should be reviewed prior to submission to ensure completeness; abstract revisions are permitted at any time before the abstract submission deadline.

Abstracts may not be modified after the submission deadline during the review period. Presenting authors may make minor changes after an abstract is accepted until the invitation response deadline.

By submitting an abstract, please make sure you or an alternate presenting author are committing to attend the conference and giving the presentation if the abstract is accepted. All presenting authors are required to register for the conference and pay related fees. CSTE does not provide a travel allowance, honorarium or reimbursement for attending the conference.

There are no restrictions on the number of abstracts you may submit or the number of submissions you may be selected to present.

Abstracts submitted to another conference may be submitted to the CSTE Annual Conference for consideration.

CSTE membership is not required but encouraged to submit an abstract.

STUDENT ABSTRACTS

Students are encouraged to submit abstracts for sessions offered at the CSTE annual conference. To be eligible for consideration, abstracts must be authored by students currently enrolled full time in an undergraduate or graduate program who are actively pursuing a degree in public health or related field. Discounted registration fees are offered to qualified students.

MEDIA

CSTE typically issues media passes to appropriate outlets interested in covering the Conference. Credentialed reporters may attend all portions of the event.

CONTINUING EDUCATION

Continuing education for this activity is pending. See conference website for final announcement and details.

QUESTIONS

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



Choosing a

PRESENTATION FORMAT

While the Program Planning Committee will attempt to honor the submitted format for presentations, this will not always be possible. Presentation formats relate to both traditional in-person and potential virtual sessions. Some sessions may be in-person at the conference location and others virtual or on-demand. Additional speaker and moderator instructions will be provided at a later date.

PRESENTATION FORMAT	BREAKOUT	QUICK	LIGHTNING	POSTER	ROUNDTABLE
Key attributes	Oral presentation requiring a comprehensive review and discussion	Oral presentation with limited review and discussion	Oral presentation limited to speedy sharing of relevant results and conclusion	Visual display of graphics, diagrams and limited text	Discussion based topic where audience feedback and participation maximized
Abstract requirements	Background Methods Results Conclusion	Background Methods Results Conclusion	Background Methods Results Conclusion	Background Methods Results Conclusion	Key objectives Brief summary
Presentation length	15-30 minutes	10 minutes	5 minutes	5 minute video presentation and 30 minutes of information sharing and discussion if selected for in-person	45 minutes of information sharing and discussion
Q&A	15 minutes at end of session	15 minutes at end of session	Via chat though conference platform (no live Q&A)	During discussion or through conference platform	During discussion
# of Presentations in Session	2-4 presentations	6 presentations	11 presentations	Multiple	1-2 presentations
Session length	75 minutes NEW Time	75 minutes NEW Time	55-75 minutes NEW Time	Virtual and limited in-person	45 minutes
Session Format	In-person or virtual	In-person, virtual or on-demand	On-demand	On-demand materials	In-person or virtual
Audio/Visual equipment provided for in-person	LCD Projector and laptop	LCD Projector and laptop	None Virtual Session	None	None
# of presenters allowed	1 presenting author	1 presenting author	1 presenting author	1 presenting author	Up to 2 presenting authors
Alternative presentation type considered	Yes	Yes	Yes	Yes	No

Poster

PRESENTATION SCHEDULE

All poster presenting authors are required to upload their poster documents and a video to the conference platform. Some presentations may be selected for both virtual and in-person presentation. Posters selected for in-person display will remain in place starting on Sunday until Wednesday with a 30-minute presentation session at the morning or afternoon break.



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.

STEP 1 COMMITTEE *and* TOPIC

Abstracts will be divided into committees for review and programming purposes based on topic areas. The Program Planning Committee reserves the right to reassign your abstract within committees.

AVAILABLE COMMITTEES:

- Chronic Disease/MCH/Oral Health
- Cross Cutting
- Environmental Health
- Infectious Disease
- Injury
- Occupational Health
- Substance Use
- Surveillance / Informatics

STEP 2 TITLE

- The title is not included in the abstract word count; however, titles should not exceed 185 characters.
- Title case should be used where the first word and all other major words (nouns, pronouns, verbs, adjectives, adverbs) and some conjunctions are capitalized.
 - Articles such as the, a, an, and, but, for, or and nor should be in lowercase
 - Lowercase the part of a proper name that would be lowercased in text
- 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, unless they are widely accepted by the field (for example, *HIV/AIDS is acceptable in place of Human Immunodeficiency Virus/Acquired Deficiency Syndrome*).

STEP 3 AUTHOR

- A presenting author is defined as an individual person who will actually present at the conference.
- The submitting author is the author that completes the online abstract submission process. This person is usually involved with the abstract as a presenting author or co-author.
- **By submitting an abstract, please make sure you or an alternate presenting author are committing to attend the conference and giving the presentation if the abstract is accepted.**
All presenting authors are required to register for the conference and pay related fees. CSTE does not provide a travel allowance, honorarium or reimbursement for presenting authors.
- The primary contact for communication should be identified as the first presenting author when other presenting authors are permitted.

ONLINE ABSTRACT SYSTEM CONTROL PANEL

Once you have decided on your presentation format, the steps involved are as follows and listed under **Control Panel** in the online abstract submission form:

- STEP 1 Committee and Topic
- STEP 2 Title/Permissions/ Disclosures
- STEP 3 Authors
- STEP 4 Abstract Text
- STEP 6 Confirmation

STEP 2

PERMISSIONS *and* DISCLOSURES

The presenting author must complete all disclosure and permission questions on the submission form.

KEYWORDS

Choose between one and three keywords from the available list that is most relevant to your abstract.

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Online ABSTRACT SYSTEM

Authors *Continued from previous page.*

- Presenting author(s) must complete brief bio information on their background experience that should not exceed 100 words. If selected for oral presentation, this information will be utilized by the session moderator to properly introduce you. This information may be shortened by the moderator to ensure presentations stay on time.
 - To assist session moderators in correct pronunciation of presenting author's name, correct pronunciation is required in bio section. Use the sounds like or phonetic spelling like the examples below:
 - ❑ *Jane Knowles* silent K, sounds like "noles"
 - ❑ *Allie Pyan Pie-n*, like Ryan but with a P
 - ❑ *Lisa Takeuchi* Tah-keh-oo-chee
- Abstracts should include all pertinent presenting author contact information.
- Co-authors who are not presenting but contributed substantially to the study design, statistical analysis or interpretation may be listed as a non-presenting author. Up to fifteen (15) co-authors may be included.
- Formal letters of invitation are sent by email from the CSTE National Office by Friday, March 25, 2022. All authors receive a formal communication regarding the Program Planning Committee's determination. However, only presenting authors have system access to accept or decline an invitation.
- It is the responsibility of the first presenting author to communicate with any presenting co-authors prior to the presentation. For breakout presentations, the presenting author is responsible for coordinating the presentation with the moderator selected by the Program Planning Committee in that session.

STEP 5 VIEW or EDIT SUBMISSIONS

After you complete Step 1 – Committee and Topic selection, you will receive an email from **cste@confex.com** with the subject line "Submission Initiated" and your abstract title. The email content will include the ID for the abstract. Presenting authors should use the same email address for all submissions and to access your **User Portal**. The **User Portal** is **new** for the 2022 conference where you will be prompted to create a password linked to your email address to access all your submissions in one place. You may view and edit an abstract any time before the abstract submission deadline on **Thursday, January 6, 2022 at 11:59 p.m. Eastern Time**. Abstracts may not be modified after the submission deadline during committee review. If your abstract is accepted for presentation, minor content changes may be made by contacting Shundra Clinton at **sclinton@cste.org** no later than Friday, April 29, 2022. Author changes may be made online before the abstract submission deadline and after invitation until **Friday, April 29, 2022**.

STEP 5 REVIEW 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 – **"Confirmation"**. To complete your submission, select **"Conclude Submission"** on the last step. You must correct all errors or omissions before the abstract can be submitted as final. Once you have completed the abstract, you will receive an email confirmation that the abstract has been received. If you exit the system without completing all steps, your abstract will be considered incomplete. You must receive a confirmation email for your abstract to be considered received.

STEP 5

Required Body for Breakout, Quick, Lightning 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.

Required Body for Roundtable Presentations

- **Key Objective or Discussion Points:** Learning objective(s) for the discussion.
- **Brief Summary:** Description of the discussion.

FORGOT PASSWORD?

If you forgot your User Portal password, use the **Reset Password link** on the portal. CSTE staff do not have access to your password, so you will be required to utilize that link if needed.

csteconference.org



Invitation RESPONSE

Formal letters of invitation and regret are sent by email from the CSTE National Office by Friday, March 25, 2022. All authors receive a formal communication that informs them of the Planning Committee's decision. Presenting authors with an accepted abstract will receive a link to their online speaker information, where you may view session details, respond to the invitation and upload your presentation. Co-authors with an accepted abstract will receive a determination email, but not a link to the online speaker information.

The deadline for responding to the invitation to present is 11:59 p.m. Eastern Time on Friday, April 29, 2022 using the online link.

Presenting authors that fail to respond by the deadline will be considered accepted and expected to present or find a replacement presenting author. Failure to present an accepted abstract could result in disqualification from presenting an abstract at future conferences. If unforeseen circumstances arise after the invitation deadline and a presenting author cannot present, contact Shundra Clinton at sclinton@cste.org as soon as possible. All presenting authors are expected to register for the conference and pay related fees.

WITHDRAWALS

Withdraw of an abstract can be made at any time during submission and review. **The deadline to decline presentation or withdraw after invitation acceptance is 11:59 p.m. Eastern Time on Friday, April 29, 2022 and should be done utilizing the online abstract system.** Withdrawal of a presentation after invitation acceptance or after the deadline should be communicated by email to Shundra Clinton at sclinton@ctste.org. Withdrawals made after the invitation deadline, failure to present an accepted abstract or find a replacement presenting author could result in disqualification from presenting an abstract at future conferences. Please also see Invitation Response.

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Late Breaker ABSTRACT SYSTEM

Abstracts containing truly late-breaking research or outbreak or event responses not available at the regular abstract deadline may be submitted as late breakers. During submission, authors are required to justify why their abstract is a late breaker. Abstracts are only considered for presentation during a Quick Presentation session on Wednesday morning of the conference. Late breaker abstracts are highly competitive as space is limited.

- The late breaker abstract submission process will open on **Friday, March 25, 2022.**
- All late breaker abstracts must be submitted via the abstract submission website by **Friday, April 8, 2022 by 11:59 p.m. Eastern Time.**
- Only one presenting author per presentation will be allowed during the late breaker session.
- Formal letters of invitation for late breaker presentation are sent by email from the CSTE National Office by **Friday, April 29, 2022.**

Presenter DISCLOSURE

Presenting authors 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 presenter disclosure should be directed to the CSTE National Office.



Presidential PRIORITIES AWARD

Each year, the President of CSTE sets forth a list of Presidential Priorities. These are key areas impacting the field of applied epidemiology that the organization, Executive Director and Executive Board works to advance during the year. Presidential Priorities change from year to year based on the current CSTE President. **The 2021-2022 CSTE President is Ruth Lynfield, MD, State Epidemiologist and Medical Director.**

CRITERIA FOR CONSIDERATION

The abstract must contribute to the overall Presidential Priority: **Addressing law enforcement involved fatal encounters and non-fatal injuries (LEIFE) as a public health issue.**

- Developing surveillance systems to measure LEIFE;
- Describing the epidemiology of LEIFE, including local trends;
- Conducting analyses of law enforcement suicides;
- Working with communities to establish LEIFE reviews;
- Developing community-based approaches to address LEIFE harms and consider prevention strategies; and
- Evaluating the impact of policy changes or other public health approaches towards LEIFE.

CRITERIA FOR SELECTING THE AWARD RECIPIENT

- Contribute to improved public health response to address law enforcement involved fatal encounters and non-fatal injuries (LEIFE).
- Presenter/presenters must be from a state, territorial, tribal, or local health department; federal employees are not eligible.
- Abstract must be selected to present an oral presentation; roundtable, poster, and late breaker abstracts are not eligible.

The COVID-19 pandemic has shined a bright light on health disparities. We encourage abstracts on identifying and describing a feasible, successful and sustainable approach that improves the health of racial and ethnic minorities and narrows disparities. These abstracts are eligible for the Robert Wood Johnson Foundation National Award for Outstanding Epidemiology Practice in Addressing Racial and Ethnic Disparities.

Two additional Presidential Priorities for 2021-2022 are best practices for a sustainable and resilient public health workforce and a strategic plan for data modernization. Narrowing the gap on health disparities, strengthening the public health workforce and data modernization support the CSTE strategic plan for 2021-2022.

RECOGNITION AT THE ANNUAL CONFERENCE

The award recipient will be presented with a commemorative plaque at the annual conference. Presenters interested in being considered must apply through the abstract submission process by the deadline. Depending on the quality and quantity of eligible abstracts, a potential session may be organized for eligible presentations.



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 CSTE Steering Committee Poster Awards in Chronic Disease/MCH/Oral Health, Cross Cutting/Substance Use, Environmental Health/Occupational Health/Injury, Infectious Disease and Surveillance/Informatics.

NOMINATION AND SELECTION PROCESS

Only abstracts submitted and accepted for poster presentation at the 2022 CSTE Annual Conference will be eligible. Planning Committee members or members of their committee may select up to five abstracts for a poster award. Only one poster per presenter may be considered. The nomination criteria are as follows:

- 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 FINALIST

Poster Award Finalists will be announced by March 25, 2022.

CSTE AWARD IN ADDRESSING RACIAL AND 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; federal employees are not eligible.
- Abstract is selected to present an oral or poster presentation; roundtable and late breakers are not eligible.

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 conference. Presenters interested in being considered must apply through the abstract submission process by the deadline. Late-breaker abstracts are not eligible for consideration.

