

JUNE 25-29

Salt Lake City UTAH

 **CSTE**
**2023 ANNUAL
CONFERENCE**

Epidemiology Elevated: Supporting People and Places

Roundtable Guidelines

Roundtable sessions involve informative sharing of information on recent findings or innovative topics related to the accepted abstract with substantial opportunity for discussion among attendees. Most sessions only focus on one abstract, but occasionally two abstracts may be invited to a session. All sessions will take place at the meeting facilities in Salt Lake City, Utah. **Sessions do not have audio-visual equipment, telephone/video conferencing equipment, telephones, or internet lines available.**

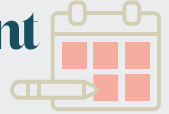
RESPONDING TO THE Speaker Invitation

Formal letters of invitation are sent by e-mail from the CSTE National Office by **Friday, March 24, 2023**. Presenting authors for roundtable sessions should respond to the invitation online no later than 11:59PM EDT on **Friday, April 28, 2023**.

Submission of a roundtable abstract implies that presenting authors are committed to making the presentation at the conference. Should circumstances change and a presenting author is unable to attend, then the author is responsible for finding a substitute presenting author. Presenting authors that fail to respond by the deadline will be considered accepted and expected to present. **Acceptance or withdrawal of an accepted abstract must be made no later than 11:59PM EDT on Friday, April 28, 2023.** Withdrawals made after this date or failure to present an accepted abstract could result in disqualification from presenting an abstract at future conferences.

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. Presenting authors and moderators are encouraged to become CSTE members, but it is not a requirement to present at the conference.

Important Dates



April 28

Invitation Response Due

June 9

Advanced Upload of
Handouts (Optional)

Speaker 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.



QUESTIONS

Contact the CSTE National Office at (770) 458-3811 or nationaloffice@cste.org if you have any questions that are not addressed in the guidelines or on the CSTE website.



Roundtable sessions are 45 minutes and are held during morning, lunch, and afternoon periods. Roundtable sessions begin with 5-10 minutes of abstract presentation and information sharing followed by audience Q&A and group discussion. Food and beverages are not provided during sessions. Most sessions focus on one abstract, but occasionally two abstracts may be invited to a session. Presentation times can be accessed through your online invitation information in Speaker Center. A direct link to your personal Speaker Center can be found in your invitation email.



Handouts are not a requirement for roundtable sessions; however, if you want to distribute handouts during the session, we recommend you bring plenty of copies with you. Handouts may also be uploaded through Speaker Center. A direct link to your personal Speaker Center can be found in your invitation email. **Roundtable presenters may upload handouts through their Speaker Center no later than 11:59PM EDT on Friday, June 9, 2023.**



csteconference.org



PHOTOGRAPHY DISCLOSURE

By participating in the annual conference, whether in-person or virtually, uploading photographs to social media with the hashtag #CSTE2023, or uploading photographs to the CSTE conference app and/or platform, you grant CSTE the right to take and distribute photographs, video, audio and/or electronic reproductions of events and activities for use in CSTE print and digital materials. By agreeing to present, you agree to allow CSTE to make video recordings of your presentation and archive this public available media on the CSTE website.

CSTE may select presentations or sessions for promotion to media outlets during the CSTE Annual Conference. Therefore, media personnel may attend conference sessions and can be identified by their conference name badges.

ROUNDTABLE
GUIDELINES

