

# 2010

# CSTE ANNUAL CONFERENCE

## GUIDELINES FOR ABSTRACT SUBMISSION

**HINDSIGHT IS 2020:**  
Looking Back at the Last Decade,  
Looking Ahead to the Next

Proposals for presentations at the 2010 CSTE Annual Conference should be made using the formal online abstract process. The Program Planning Committee will review abstracts for timeliness, relevance of topic, and potential to contribute to a well-balanced program. All abstracts must be submitted via the abstract submission website no later than **Friday, January 8, 2010 at 11:59 p.m. Eastern Standard Time**. Proposals that are incomplete, late or submitted in an inappropriate format will not be considered.

## GENERAL INFORMATION

- Abstracts must be 400 words or less (not including the title) and adhere to the required format.
- Please limit the use of all caps to acronyms of organization names, and please spell out organization names 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.cste.org](http://www.cste.org).
- Duplicate abstracts will not be considered.
- Concluding statements such as "to be completed" may not be accepted.
- Review all information to ensure it is complete. Revisions to your abstract may be made at any time until the abstract submission deadline.
- Submission of an abstract implies that you (or a substitute presenter) are committed to making the presentation at the meeting if your abstract is accepted. All speakers are required 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 not required to submit an abstract.

JUNE 6-10 PORTLAND, OREGON



# ABSTRACT FORMAT

## TITLE

- The title is not included in the abstract word count; however, titles should not exceed 185 characters.
- Capitalize only the first letter of the title, any proper nouns or acronyms, and the first word following a colon (:).
  - Example: *Engineering gene expression of Escherichia coli by mRNA: Applications in molecular biology*
- 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.

## SUB-COMMITTEE AND TOPIC

- Abstracts will be divided into committees for review and programming purposes based on topic areas.
- Available committees:
  - Chronic Disease / MCH / Oral Health
  - Cross-Cutting
  - Environmental Health
  - Infectious Diseases
  - Injury Control and Prevention
  - Occupational Health
  - Surveillance / Informatics
- The Program Planning Committee reserves the right to reassign your abstract within committees.

## PRESENTATION FORMAT

Choose a preferred presentation format. While the Program Planning Committee will attempt to schedule selected abstracts for the requested presentation format, this will not always be possible. An option is available to select a secondary format if the Program Planning Committee cannot accommodate your preferred format.

- **Breakout (Oral) Single-Speaker Presentation:** Findings are presented on a specific topic within a breakout session with the opportunity for audience Q&A. Presentations are approximately 20 minutes, with one (1) speaker slot available for the submitted abstract.
- **Breakout (Oral) Panel Presentation:** Panel members present their findings and views on a specific topic and then discuss these views among themselves and with the audience. Presentations are approximately 60 to 70 minutes, with up to three (3) speaker slots available for the submitted abstract, allowing for ample opportunity for audience Q&A.
- **NEW – Breakout (Oral) Informative Presentation:** Instructional presentation on a specific topic during a breakout session focused on grant-funded projects including National Occupational Research Agenda (NORA) and NIOSH Safety and Health Topics, such as Adult Blood Lead Epidemiology and Surveillance (ABLES) and Pesticide Illness and Injury Surveillance. Presentations are limited to three (3) speaker slots available for the submitted abstract.
- **Poster Presentation:** A visual illustration of findings displayed through graphics, photographs, diagrams and limited text on a poster board. Presentations are limited to one (1) speaker slot available for the submitted abstract.
- **Roundtable Discussion:** Informative presentation focusing on recent findings or innovative topics, with substantial opportunity for discussion among attendees. Presentations are limited to two (2) speaker slots available for the submitted abstract.

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# ABSTRACT FORMAT

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## REQUIRED STRUCTURE

### BREAKOUT (ORAL) SINGLE-SPEAKER AND PANEL PRESENTATIONS AND POSTERS

- **Background:** Study objectives, hypothesis, or a description of the program.
- **Methods:** Study design and appropriate statistical analyses.
- **Results:** Specific results in summary form.
- **Conclusions:** Description of the main outcome of the study.

### ROUNDTABLE DISCUSSIONS AND BREAKOUT (ORAL) INFORMATIVE PRESENTATIONS

- Key Objective or Discussion Points
- Brief Summary

## SPEAKERS AND AUTHORS

- Abstracts should be completed by the primary speaker if co-speakers are involved with the presentations.
- Abstracts should include all pertinent speaker contact information.
- A speaker is defined as the person who will be presenting at the conference and may or may not be an author.
- An author may be listed as part of the abstract, but should not be listed as a speaker unless the author is actually presenting the abstract. Authors will not be printed in the final program.
- Formal letters of invitation are sent by e-mail from the CSTE National Office during the first week of March 2010. All speakers receive a formal communication regarding the Program Planning Committee's determination. Authors do not receive any communications from CSTE.
- It is the responsibility of the primary speaker to communicate future correspondence with any co-speakers. For breakout (oral) presentations, the primary speaker is responsible for coordinating the presentation with the moderator selected by the Program Planning Committee for the session.

## CHANGES / WITHDRAWALS

Once you submit an abstract, you will be sent an e-mail with your ID and password as well as a hyperlink. You may use this link to edit or withdraw your abstract at any time until the abstract deadline. No change or modifications are allowed after the abstract submission deadline.

Withdrawal of an accepted abstract must be made no later than 11:59 p.m. Eastern Standard Time on **April 9, 2010** by contacting [bchristner@cste.org](mailto: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.

## INVITATION RESPONSE

Formal letters of invitation are sent by e-mail from the CSTE National Office during the first week in March 2010. All abstract submitters receive a formal communication regarding committee determination. All speakers 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 **April 9, 2010**. Speakers may respond to the invitation online or by contacting the CSTE National Office.

## 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.

## 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.
- Abstract is selected to present a breakout (oral) presentation or poster.

### *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 CSTE President's Banquet. Speakers interested in being considered must apply through the abstract submission process by the deadline. Late-breaker abstracts are not eligible for consideration.

## MEDIA

CSTE may select presentations or sessions for promotion to media outlets during the CSTE Annual Conference. As part of the abstract submission process, please indicate if you consider the contents of your abstract newsworthy for media promotion or if you are constrained by organizational media relations policies and cannot participate in any CSTE media promotion.

## LATE-BREAKER ABSTRACTS

Abstracts containing data not available by the original abstract deadline may be submitted as late-breakers.

- The late-breaker abstract submission process will open on **March 15, 2010**.
- All late-breaker abstracts must be submitted via the abstract submission website by **Friday, April 23, 2010 at 11:59 p.m. Eastern Standard Time**.
- Late-breaker abstracts are highly competitive as space is limited. Only abstracts containing truly late-breaking research or outbreak or event responses will be considered.
- Only one speaker per presentation will be allowed during the late-breaker session.
- The late-breaker session agenda will not be published in the final printed program.

## QUESTIONS

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

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