



Integrating Data to
Empower Advancement

VIRTUAL CONFERENCE
FEBRUARY 14-15

Abstract Submission Guide

Step 1: Align with Conference Purpose

Step 2: Map Your Presentation

Step 3: Choose Format & Time

Step 4: Create Abstract Submission

Step 5: Submit Abstract Before Deadline **December 8, 2017 at 5:00pm EST.**

Step 1: What is the conference purpose?

IDEA EH aims to enhance the knowledge of environmental health professionals in data-use and to provide an opportunity to learn about existing and new resources, innovative solutions, and successful programs. The conference purpose is to educate and empower EH professionals to use their data in new ways to better inform and guide programs. Submit an abstract to present, and take advantage of a unique opportunity to help advance and engage with environmental health professionals in an exciting virtual environment.

Conference content will include topics such as

- Conversion from paper to digital data-capture and its impact
- Data standardization
- Policies and procedures on handling digital data
- Best practices for utilizing local EH data
- Impact of data-driven decision making
- How your local government and health department use local inspection, outbreak and EH data
- How data is used to inform risk based assessments, community planning, resource allocation, food outbreak tracking, and other municipal services/practices
- How data is used in innovative ways
- How local inspection, outbreak and other EH data can be used by the public
- Strategies for providing, sharing and empowering the public to use local EH data
- Data platforms, tools and resources
- lessons learned;
- stories from the field, and more!

Step 2: Mapping my presentation to get from point A to point B

Begin with the end in mind. What is your learning objective for the attendee? What will the attendee be able to list, identify, describe, demonstrate, perform, distinguish, interpret, apply, implement, create, etc. as a result of your presentation (point B)?

Know your audience. Who needs this information? Is it young professionals, experienced field personnel, program managers, decision-makers? What do they already know about your topic? This should help you define where to start (point A).

STEP 3: Presentation Formats & Time

A. Presentation Format

- PowerPoint (PPT): slide-driven sharing of information with presenter audio and/or video.
 - **Note:** presentations will be recorded prior to the virtual conference
- Poster: attendee-driven and interactive.

Abstract submissions for pre-recorded PowerPoint presentations will be accepted.

B. Time Needed

- 50 minutes

Step 4: Create Abstract Submission

- A. **Presentation Title:** Select a title that is evocative of your topic and will appeal to attendees. Please refrain from using technical terms and acronyms within your title wherever possible. Please limit title to 12 words.
- B. **Abstract:** Provide a description of your presentation in no more than 350 words. Please describe the purpose and goals. Describe significant tools, resources, experiences, and objectives. Please be as thoughtful, specific, and clear as possible. The abstract submitter will be responsible for developing their presentation according to what is described in this abstract.
- C. **Teaser:** Please develop a brief and enticing description for the conference web site and promotions. It should be three sentences that describe 1) the problem or background/relevance 2) the approach you take/recommend, 3) and the take-away message (or learning objective) for the attendee.
- D. **Presenter Information (for all authors)**
 - Name, job title
 - Institution affiliation & contact information
 - Short biography
 - Optional: prior speaking engagements (presentation title, conference name, date/year, and type/size of audience for up to 10 engagements or 1000 words)

Step 5: Submit abstract before December 8, 2017 at 5:00pm EST.

All abstracts must be submitted through email to: spoprish@neha.org.

IMPORTANT INFORMATION: As the submitter of a presentation for the conference, you assume responsibility for meeting all the deadlines established by the conference organizers if your proposed presentation is accepted. This includes but is not limited to: confirming your

acceptance of the offer to present, confirming the participation of co-presenters, providing the conference organizers with complete and accurate contact information for each of the presenters, preparing you and your co-presenters to organize and deliver the presentation, registering for the conference, and responding to the conference organizers communications as requested.

Conference organizers reserve the right to suggest an alternate presentation type to fully align with conference objectives and may suggest changes to the proposed presentation as a condition of inclusion in the final program. If your submission is impacted by these changes, you will be asked to work with the conference organizers to coordinate your submission to best fit within the program.

Please note that conference organizers will record PowerPoint presentations included in the final program. Conference organizers will work with submitters of selected abstracts to develop presentations for recording.

Questions? Contact spoprish@neha.org or 303-756-9090 x 335