This manual was created to help guide Program Planners of Sections, SPIGS, Caucuses, Forums and the Student Assembly in developing and scheduling their Annual Meeting scientific program. The manual is divided into eight sections and they are as follows:

SECTION I  Program Committee Responsibilities - Describes the responsibilities of the Committee and the On Line process.

SECTION II  APHA Program Policies - Outlines the policies for the allocation of time slots, complimentary registration, off-site events, invited speaker passes and videotaping policy.

SECTION III  Time Slot Scheduling Guide – Outlines the date and time when certain events may be scheduled.

SECTION IV  Program Management Deadlines and Instructions - Outlines the deadlines for the abstract management and program planning process.

SECTION V  Time Slot & One-day Invited Speaker Allocation Charts – Room requests outline your pre-approved time slots and meeting type (i.e. roundtable, poster, business meeting, etc.). The room information can be accessed and completed online in the Confex abstract/session management system. Allocation charts will be updated by late November/early December.

SECTION VI  Forms - One-day invited speaker, new room request for new poster, roundtable, business meeting, social hour, collaborative and workshop application.

SECTION VII  Program Committee Contacts – 2019 Program Planning Committee contacts

SECTION VIII  CE/Accreditation Information - APHA holds accreditation in four disciplines, medicine, nursing, health education and public health. To assure that members have the ability to obtain continuing education credit for attendance at the Annual Meeting, program planners should make sure that all sessions are credit worthy.
Section I

Program Committee Responsibilities
2019 PROGRAM PLANNING COMMITTEE RESPONSIBILITIES

Theme: "Creating the Healthiest Nation: Health Equity Now"

The development of the scientific program for the American Public Health Association's 2019 Annual Meeting & Expo is the responsibility of the Program Planning Committee. It is with much gratitude that we recognize your role in putting together the largest public health meeting in the world. Without your hard work and energy the APHA Annual Meeting would not be possible. The purpose of this planning meeting is to bring together the incoming Program Chairpersons of the Sections, SPIG’s, Caucuses, Forums and Student Assembly to orient you to the program planning process and to make you aware of your responsibilities.

2019 PROGRAM PLANNING COMMITTEE

The Program Planning Committee consists of:

- **Section Representatives** (one from each Section)
- **Special Primary Interest Group (SPIG) Representatives**: A SPIG is a group of self-selected APHA members sharing a common occupational discipline or program interest area, who do not elect a primary Section affiliation. SPIGs include groups of members who may ultimately apply for Section status; desire some relationship to the Association but do not wish to assume all of the responsibilities of a Section; or have been disestablished as a Section due to a reduction in number of members, but wish to maintain a recognized identity with the organization. The Association has two types of Caucuses that allow members to coalesce around (1) shared characteristics that cannot be changed (i.e., ethnicity/race, gender, sexual orientation) and (2) special interests, worksite issues, and social justice issues.
- **Caucus Representatives**: The Association defines a Caucus as a group of at least 15 APHA members or partisans of a particular position on an issue important to APHA, who pursue a desired result within the Association. A Caucus is considered to be “in official relations” with APHA, rather than a regular component of the Association. The Association has two types of Caucuses that allow members to coalesce around (1) shared characteristics that cannot be changed (i.e., ethnicity/race, gender, sexual orientation) and (2) special interests, worksite issues, and social justice issues.
- **Forum Representatives**: A Forum is a membership unit composed of APHA members who are working together on a specific issue that is important to public health, crosses disciplinary and section or SPIG boundaries, requires expertise that may reside in more than one section or SPIG, and supports APHA's mission. Forums are free to APHA members and may be joined at any time.
- **Co-Chairpersons** (APHA Executive Director and the APHA President)

RESPONSIBILITIES OF THE PROGRAM PLANNING COMMITTEE MEMBERS

The general responsibilities of the Program Planning Committee include:

- Meet APHA deadlines
- Create a Call for Abstracts
- Establish a review committee through the Call for Reviewers to review abstracts
- Assign abstracts to the review committee
- Accept, decline or wait-list all abstracts
- Schedule and arrange the abstracts into sessions
- Select moderators for each oral and roundtable session
- Schedule business meetings and social hours
- Organize Invited Sessions -- develop invited session content and invite speakers (must use one of your pre-assigned slots for this purpose)
- Coordinate Publicity -- prepare information on the Annual Meeting for the Section newsletters, national journals and publicity brochures.
ACCESS TO THE PROGRAM PLANNER’S WEBSITE
As a program planner, you are entered into the abstract management system and emailed a link to log in and access the program planner function. Here you will create your own unique username and password. I encourage you to create an email that is specific for program planning purposes to ensure that communication from APHA’s program planner is not missed. Once logged in, you must complete the conflict of interest disclosure statement before accessing the program functions. If you were a program planner in 2018 you may use your same login and password or you may reset your password at any time.

The abstract management website is designed and maintained by the Conference Exchange. Several mechanisms have been developed to help program planners manipulate the website.

1) Detailed step-by-step instructions are provided for program planners on-line.

2) For technical questions e-mail Andrey Gurvich at agurvich@confex.com or call 401-334-0220 ext. 216.

PLANNING SUBCOMMITTEES
Program Planners are encouraged to involve as many members in the program planning process as possible. The task of planning the program requires a great deal of time and work, but with the delegation of responsibilities, the job will be made easier. Many sections have found it useful to put together a small "planning subcommittee" composed of section/SPIG members. It is often helpful to enlist support from members living in your area so that working meetings can be scheduled. Keep in mind however, that since the entire program development process is managed on line, it is feasible to have planning subcommittee members and organizers that are not geographically close. To help you develop a well-rounded program it is beneficial to recruit individuals from within your section membership who represent different areas of expertise in the field.

Recruitment of members to this committee can be done in several ways:
1. Send email to all or select members asking for volunteers and program ideas.
2. Recruit members through your Section’s Newsletters.
3. Send email through Confex (abstract management system) to previous year’s committee members.
3. Send a broadcast e-mail to your membership (a membership roster will be provided in January for Sections and SPIGs).

SESSION ORGANIZERS OF INVITED SESSIONS
Program Planners have the ability to indicate "Organizer" for invited sessions so they may have full access privileges to the session to which they have been assigned. Much like the program planner they can add moderators, re-arrange the order of papers in a session, add and remove papers. However, session organizers do not have the ability to accept abstracts so program planners must be sure to accept the abstracts once the session is finalized.

REVIEWERS
Reviewers are essential to the program planning process. The abstract review process is conducted entirely on line. Once abstracts have been submitted, reviewers will evaluate and rate every abstract. Unless your program is very small it is not recommended for program planners to review the abstracts themselves. This committee should be comprised of members with expertise within your Section, SPIG, Caucus or Forums’ field. A membership roster will be available in early January for Section’s and SPIGs so you may contact potential reviews using the Call for Reviewers functionality on the web site. Each abstract should be blind reviewed by 3-5 reviewers.

MODERATORS
A session moderator should be assigned to each oral and roundtable session and a Call for Moderators functionality is available on the web site to recruit moderators. The Program Chair is responsible for recruiting/assigning moderators. Once all moderators are assigned, an official email will be sent from APHA confirming the date, time and room location of their session as well as a link to the session details on line.
The responsibilities of moderators are to:

1. Arrive early to the session.
2. Make sure the microphone and audio-visual equipment is functioning properly.
3. Begin the session on time.
4. Give assistance to attendees with disabilities, if needed.
5. Introduce each presenter giving his/her affiliation and title of presentation. Download the session abstracts and the presenters’ bio sketch from the website prior to the meeting.
6. Limit each speaker to the allotted time. Give a warning signal 1 or 2 minutes before their time is up. This will guarantee each participant their proper share of time for their presentation as well as audience discussion.
7. During the question and answer period, repeat the question asked for the benefit of the listening audience.
8. Maintain order during the session.
9. Contact the room monitor, who will be in the hallway, if problems arise with the room, equipment or presenters.

ROOM MONITORS
Room Monitors are temporary meeting staff hired by APHA. They are to provide assistance to the program presenters and to take attendance at all sessions. They are generally assigned to 3-4 concurrent sessions and will not be able to stay at any one session. **Note: It is recommended that program planners also designate someone to take attendance at your oral and roundtable sessions so that your numbers can be compared with those of the room monitors to ensure that the higher number is recorded.**

SCIENTIFIC SESSION PRESENTERS
For each abstract that is submitted and accepted for the APHA Annual Meeting, only one author will be identified as the presenting author that way all communication from APHA will be sent to one individual.

- All persons making a presentation at the Annual Meeting must be an Individual member of APHA in good standing at time of the meeting.
- All APHA session presenters must pay a registration fee in order to participate in the program.
- A limited number of one-day free passes can be given to Non-members of invited/solicited sessions for the day of their presentation. If the speaker plans to attend the entire Annual Meeting they will need to register. Program Planners will need to sign-off on these forms and submit to APHA for processing. (See Section V for one-day pass allocation chart).
- Session presenters may present no more than 3 abstracts and cannot submit the same abstract to multiple Sections, SPIGs, Caucuses or Forums.
- An author's abstract may not be presented or published prior to its presentation at the APHA Annual Meeting.
- APHA does not cover meeting related expenses for session presenters and invited speakers.

RELATED ORGANIZATIONS
A related organization is a public or private, non-profit organizational entity, holding the same interests and values as those of the Association, desiring to hold group activities in conjunction with the APHA Annual Meeting. These groups will meet the weekend prior to the Annual Meeting.
Section II

APHA Program Policies
Role of APHA Annual Meeting
The role of the APHA Annual Meeting is to facilitate the exchange of information between our members and to provide an opportunity for educational enhancement. The APHA Annual Meeting is the oldest and largest gathering of health professionals in the world. It is our intention to provide the best scientific programs possible in an environment conducive to the exchange of information and the promotion of educational development.

Accessibility
It is the policy of the APHA to hold events (meetings, conferences and professional gatherings) where physical and communication barriers do not exclude people with disabilities from attending and/or participating.

Annual Meeting Slot Allocation Policy
The past several years, the results from the post annual meeting survey clearly indicates the size of the Annual Meeting is adversely affecting the experience of our attendees. More than 50% of our attendees felt that the meeting was too large and the quality of the sessions inconsistent at best. This reinforced the same findings from all previous year’s surveys. Despite previous efforts to limit the size of the Annual Meeting, we found that every year the number of sessions offered had increased (mostly due to additional requests) and that slot allocations did not take into account accurate data and were not based on any clear rationale.

In order to optimize the use of the meeting space, we needed to develop a clear approach to determining the number of scientific sessions allocated to each APHA component. We saw this as an opportunity to foster a meeting environment for attendees to learn, network and engage. This new session allocation policy addresses six goals:

1. To create a process that is fair and transparent among the Sections, SPIGs, Caucuses, Forums and other groups.
2. To optimize the use of the meeting space so that it is more manageable for staff, planners and attendees.
3. To allow program planners and staff to focus on the quality of sessions not quantity.
4. To encourage collaborative, cross-component planning of sessions.
5. To increase the attendance in each session.
6. To add a non-competing General Session Time slot (this was at the request of APHA Executive Director)

The first step in reaching these goals was to develop a fair and transparent formula for determining the number of slots available to each component.

Formula Development
We recognize that each component has a different set of data. Separate formulas were created for Sections and Special Primary Interest Groups, Caucuses, Forums and other groups.

- **Sections and SPIGs**
  We looked at three key factors in allocating slots for Sections and SPIGs;
  a. Membership - A large membership is an indication of the components representation within APHA and most likely within the field.
  b. Registration – More sessions should be allotted to groups with high attendance.
  c. Abstract submissions - The number of abstracts submitted to a particular component indicates the public health community’s interest in that field or topic.

- **Caucuses**
  Since membership data for caucuses can be inaccurate or non-existent we felt that historical data and session attendance were the best factors to use.
• **Forums**  
  Per the agreement with each forum when they were established, they are allowed to receive 2 oral sessions and 1 poster session.

**Other Events**  
There are a number of groups that do not fall under the clear category of Section, SPIG, Caucus and Forums. These special cases were treated differently depending on the data available and the group’s needs.

• **APHA Sessions**  
  All APHA departments are allocated the same number of sessions they originally were allocated the previous year. Sometimes this number goes up or down depending on the number of partners wanting to participate that year.

• **Student Assembly**  
  The student assembly is a unique component as all student members are automatically given membership in the Assembly. The allocation of their sessions is based on attendance history.

• **Film Festival**  
  The APHA Global Public Health Film Festival receives a session in each time slot.

**Collaborative Sessions**  
Groups will only be allowed to have one additional session. This additional session must be a co-sponsored session. Generally the caliber of presentations is higher when the components collaborate and we would like to encourage collaboration by providing an additional slot.

Components who collaborate on a session must determine which group is allocated the additional session. This means that groups have the ability to collaborate more than once as long as they only claim one session as theirs. *(See Section VI of this manual for the collaborative room request form).*

**Additional Poster and Roundtable Sessions**  
There may be an opportunity to request an additional poster or roundtable session to help accommodate your submitted abstracts once all pre-assigned sessions have been scheduled. You will be notified sometime in May when to make a request. A blank room request form to request an additional poster or roundtable can be found in Section VI of this manual. Additional posters and roundtables are approved on a first-come first-serve basis and are not guaranteed.

**Workshops**  
Components looking to host an in-depth discussion on a particular topic can submit an application to host a Workshop. Individuals not attending the annual meeting can attend a workshop. Workshops should not be used for section business but instead discuss a topic that affects the section. Workshops can only be held on the Saturday of the Annual Meeting. There is a $50 charge for components to hold a workshop. All attendees must be registered for the workshop, even if there is no registration fee. APHA staff will provide a tool for online registration for the workshops once the application is approved.

A workshop application and all forms can be found on the program planner webpage (not Confex) and in Section VI of this manual. Submitting an application does not guarantee approval of a workshop. All rules and regulations must be agreed to and followed.

**APHA LIVE - Leadership Session Development**  
The Program Committee will have an opportunity to brainstorm and provide input into the Leadership/APHA Live Session Development process. This is an opportunity to suggest topics for APHA-wide sessions and speakers who you believe would be of interest to our membership so come prepared with ideas and suggestions. These
sessions should not be section-specific or limited to a single issue (these sorts of topics are best developed for your specific program). In addition, these sessions should strive to present a balanced view of an issue. And if the issue is controversial, both sides of the debate should be presented.

Business Meeting Policy
Section, SPIG, Caucus and Forum business meetings are meant to provide an opportunity for APHA components to conduct business and engage members. Annual Meeting registration allows all attendees to participate in business meetings at no additional cost. At no time can a registration fee be charged by APHA Sections, SPIGs, Caucuses and Forums to individuals attending a business meeting. Business meetings cannot be used to schedule workshops or scientific sessions with speaker presentations. Business meetings cannot be more than 90 minutes long unless approved by APHA's Director of Component Affairs. Alternatively, components can hold two business meetings back to back which allows for a longer period of time to work with. No more than 2 business meetings can be held back to back.

Social Hour Policy
Evening social hours can be scheduled during the APHA Annual Meeting on Saturday, Sunday, Monday, or Tuesday. There must be sufficient Section/SPIG funds to support these social events. APHA components may not charge for social events, nor can monetary “contributions” be collected on site. On Saturday and Sunday there are no restrictions on start times. Social hours on Monday-Wednesday can only be scheduled in the 6:30 am or 6:30 pm time slots. It is suggested that receptions not extend beyond 9:00 p.m. which is the end of shuttle bus service. However, longer events can be scheduled with approval from APHA's Program Planner.

Other Food and Beverage Events
In addition to standard social hours/receptions, components may also schedule breakfast, lunch, or dinner events. Food and beverage charges for these events must come out of Section/SPIG funds. If you do not have sufficient Section/SPIG funds you may ask APHA to manage these events as ticketed functions. APHA convention staff would then do all the planning from menu selection to ticket sales to final guarantees. However, in order to sell tickets and manage these events, they must be included on the Annual Meeting registration form, so you must confirm with APHA by the end of April that you want the event to be a ticketed event. Please contact Donna Wright (donna.wright@apha.org).

APHA Annual Meeting Fee Policy
ICWs and Components
Registration for the annual meeting covers all events taking place at the annual meeting (at all official meeting venues). Unless otherwise noted and approved by APHA, separate registration fees cannot be charged for pre-conference events hosted by any APHA component, caucus or affiliate.

APHA provides a mechanism for components to create pre-conference workshops/symposium and to charge a minimal fee to cover the cost of those workshops. These costs may include AV, catering, and room rental if applicable. Funds cannot be collected for membership dues via registration. Arrangements for these events need to be worked out in advance with Component Affairs. If approved, registration for these pre-conference events will be set up by APHA to correctly collect and allocate funds and a link to registration will be provided.

Registration outside of official APHA control is not permitted. If your event is found to breach this policy, your event is at risk of being removed from the program.

Menus and catering arrangements for these pre-conference workshops must be submitted to APHA and will be charged to the APHA account, unless another method had been discussed with APHA. Final food and beverage guarantees will be provided by APHA to the catering manager based on registration numbers one week prior to the start of the Annual Meeting.

If any fees were collected through -sanctioned a non registration process, these must be refunded to attendees.
Complimentary Registration/Invited Speaker Passes

It is our privilege to provide up to (2) complimentary full registrations to each Section, SPIG, Caucus, Forum and Student Assembly program planner and co-planner to the Annual meeting in recognition of the hard work and the many hours that go into developing the program. While there may be multiple co-chairs ONLY 2 can take advantage of the registration. The registration is non-transferable to those outside the planning committee and can only be used by the current year’s committee member. All program planners must be APHA members through the end of the Annual Meeting in order to take advantage of this opportunity.

In addition to this complimentary registration, we are pleased to be able to provide a number of complimentary one-day invited speaker passes. These passes are for non-member invited speakers that you invite to speak at the Annual Meeting (one-day passes cannot be used for members). See Section V for one-day pass allocation chart.

Off-site Events

Off-site events may not be listed in the Annual Meeting Program for the following reasons:

1. Liability. APHA could be held liable for problems that arise at events that are not an official part of the APHA Annual Meeting program or events that are not officially sponsored by APHA and (i.e., alcohol related incidents, bus accidents, etc).

2. APHA is not responsible for planning or managing the event and therefore cannot ensure that appropriate controls are in place (accessibility, location, time, menus, transportation, entertainment, insurance, marketing, changes, etc.).

3. The variety and number of off-site events planned by affiliated groups and organizations during the Annual Meeting prohibit us from tracking them. There is no system of checks and balances to ensure that the information that is printed is correct. All events held in officially contracted APHA facilities and managed by APHA are double-checked for accuracy in a number of ways (i.e., meeting management software and databases, convention center and hotel room charts, individual event function sheets, venue contracts, menus, bus contracts, etc).

4. APHA hosts more than 1,000 scientific sessions and business meetings during the APHA Annual Meeting, which require an inordinate amount of meeting space. In order for hotels to provide APHA with the necessary meeting space, hotel contracts require that APHA utilize a certain number of sleeping rooms as well as guarantee a minimum of food and beverage revenue. Hotels are extremely rigid about their financial bottom line and have instituted clauses in the contracts that call for large attrition fees or meeting room rental fees should these minimums not be met. In many cases, the amount of contracted meeting space provided is also reduced if these minimums are not met. This affects the overall viability of the meeting and jeopardizes the APHA Annual Meeting budget. While it is completely understandable that attendees want to experience alternative venues in the city, it is also important that groups support their association and the viability of the meeting.

Groups opting to hold off-site events are offered the following options to market their event:

1. Advertise in Section Newsletters.
2. Send broadcast e-mails to section members and other interested parties.
4. Purchase an ad in the Annual Meeting Final Program
5. Post a flyer about the event at the Activity Posting Center located at the convention center.
6. Work with the hotels to do a “room drop (distribute your flyer to hotel rooms for a per-room drop fee).
7. Send individual invitations to attendees (either printed or e-vites).
8. Promote the event in your exhibit booth.
Invitations to Members of Congress

If you wish to invite Members of Congress or their staff, senior Administration officials, or members of the press to speak or participate in your session/event, it is requested that you coordinate these invitations with APHA's Director of Government Affairs (202) 777-2514. APHA staff will contact Congressional and Administration offices and arrange for appropriate credentials for the meeting.

Why this is important:

- All Congressional staff, senior administration officials and press must be properly credentialed to participate in the meeting. Such credentials can only be obtained through APHA's office of Public Affairs. If invitations are not coordinated, VIP speakers will be inconvenienced and may face meeting costs or logistical barriers to making it to your session.

- APHA staff work daily with Congressional staff, senior administration officials and press, often these individuals are invited from other program planners and come to Public Affairs for questions etc. APHA looks bad when such VIP officials contact us and we have no knowledge of a previous invitation.

APHA Annual Meeting Participation Policies / Disclaimer:

APHA and its contractors may be photographing, videotaping or audio-taping scientific sessions and events at the Annual Meeting. By attending the APHA Annual Meeting, attendees acknowledge these activities and agree to allow their image to be used by APHA in Association publications, on APHA’s web site, and in marketing and promotional materials. Photo images are available for sale to Annual Meeting attendees and may also be shared with the media. Attendees at the Annual Meeting waive all claims against APHA for any liability resulting from these uses.

Only official contracted APHA vendors and working journalists with APHA approved press credentials will be permitted to photograph, video and/or audio-tape General Sessions, the Exhibit Hall, Special Sessions and Scientific Sessions (including oral, roundtable and posters). Individuals recording with personal video/audio equipment or other recording devices (i.e. cell phones, digital or film cameras or tape recorders) without prior permission from APHA or without proper credentials will be asked to cease recording or using these devices immediately.

Annual Meeting attendees and participants agree to conduct themselves in a manner appropriate for a gathering of health professionals. Inappropriate behavior or unauthorized demonstrations or gatherings creating a disturbance or safety hazard are prohibited inside any meeting facility or the Exhibit Hall. Participants found disrupting any part of the APHA Annual Meeting (including General Sessions, Special Sessions and Scientific Sessions), conducting themselves in a manner unbecoming a public health professional, or violating these policies will be asked to leave the session or facility and may be prohibited from further Annual Meeting attendance.
Section III

Time Slot Scheduling Guide
APHA 2019 ANNUAL MEETING & EXPO TIME SLOT GUIDE

Below is a time slot format guide. No sessions or events should be scheduled outside of these times during the week. Components in **MAY NOT** schedule any scientific sessions on Saturday and Sunday - those days are strictly reserved for Related Organization events, Workshops (Saturday ONLY), APHA Learning Institutes, Business Meetings, Social Events Opening General Session and Posters (Sunday ONLY).

**Workshops**
Saturday, Nov. 2 8:00am-5:00pm (anytime during these hours)

**Scientific Sessions**
Monday, Nov.4 8:30am-10:00am, 10:30am-12:00pm, 1:00pm-2:30pm, 3:00pm-4:30pm
Tuesday, Nov.5 8:30am-10:00am, 10:30am-12:00pm, 1:00pm-2:30pm, 3:00pm-4:30pm, 5:00pm-6:30pm
Wednesday, Nov.6 8:30am-10:00am, 10:30am-12:00pm, 12:30pm-2:00pm, 2:30pm-4:00pm

**Expo**
Sunday, Nov. 3 1:30pm-5:30pm
Monday, Nov.4 10:30am-5:30pm
Tuesday, Nov.5 9:00am-5:30pm

**Poster Sessions**
Sunday, Nov. 3 1:30 pm-2:30 pm, 3:00pm-4:00pm, 4:30pm-5:30pm
Monday, Nov.4 10:30am-11:30am, 1:00pm-2:00pm, 3:00pm-4:00pm
Tuesday, Nov.5 9:00am-10:00am, 10:30am-11:30am, 1:30pm-2:30pm, 3:00pm-4:00pm

**Lunch Hour**
Monday, Nov. 4 12:00pm-1:00pm
Tuesday, Nov. 5 12:00pm-1:00pm

**Ticketed Luncheons**
12:30pm-2:00pm

**Social Hours**
Saturday, Nov. 2 8:00am-9:30am, 10:00am-11:30am, 12:00pm-1:30pm, 2:00pm-3:30pm, 4:00pm-5:30pm, 6:00pm-7:30pm
Sunday, Nov. 3 8:00am-9:30am, 10:00am-11:30am, 2:00pm-3:30pm, 4:00pm-5:30pm, 6:00pm-7:30pm
Monday, Nov.4 6:30pm - 8:00pm
Tuesday, Nov.5 6:30pm - 8:00pm
Wednesday, Nov.6 6:30am - 8:30am

**Business Meetings**
Saturday, Nov. 2 8:00am-9:30am, 10:00am-11:30am, 12:00pm-1:30pm, 2:00pm-3:30pm, 4:00pm-5:30pm, 6:00pm-7:30pm
Sunday, Nov. 3 8:00am-9:30am, 10:00am-11:30am, 2:00pm-3:30pm, 4:00pm-5:30pm, 6:00pm-7:30pm
Monday, Nov.4 6:30am/7:00am – 8:00am, 6:30pm – 8:00pm
Tuesday, Nov.5 6:30am/7:00am – 8:00am, 6:30pm – 8:00pm
Wednesday, Nov.6 6:30am/7:00am – 8:00am, 6:30pm – 8:30pm

**Opening General Session**
Sunday, Nov. 3 12:00pm-1:30pm

**General Session**
Monday, Nov.4 5:00 pm – 6:30 pm

**Closing General Session**
Wednesday, Nov.6 2:30pm-4:00pm

**APHA Special Sessions**
Monday, Nov.4 8:30am-10:00am, 10:30am-12:30pm, 1:30pm-3:00pm
Tuesday, Nov.5 8:30am-10:00am, 10:30am-12:30pm, 1:30pm-3:00pm
Wednesday, Nov.6 8:30am-10:00am, 10:30am-12:30pm, 1:30pm-3:00pm
**Related Organizations:**

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Section IV

Program Management Deadlines and Instructions
2018/2019 Program Management Deadlines

November 19 - December 16  Update the Call for Abstracts for 2019 meeting.

December 17  Call for Abstracts opens.

January 1-31  Call for Reviewers

February 1-28  Revise online "review form" criterion.

February 19-23  Contributed abstract submission deadlines.

February 25- March 1  Assign abstracts to reviewers.

March 4  APHA to send out the email notification to contributed abstract reviewers.

March 4-29  Review contributed abstracts.

April 1-12  Indicate accept/reject/wait-listed status of all contributed abstracts.

April 15  Website opens for Invited/Solicited abstract submissions

April 15-26  Room request Information submitted in Confex

April 26 – May 24  Sessions arranged online. All sessions must have the following:

- Confirmed Session Title
- Accepted Abstracts
- Duration of each presentation

April 29-May 12  APHA to schedule all scientific sessions, business meetings and social hours according to submitted room request information.

May 5  Website closes to invited/solicited abstract submitters.

May 6  Assign invited abstracts to reviewers

May 7  Program planner to email reviewers of invited sessions with instructions and a link to review abstracts.

May 7-17  Review window for all invited abstracts/sessions.

May 13  New Room Request Forms Due (Collaborative, Saturday workshops, Poster, Roundtable, Business Meetings and social hours). *(Space is limited and reserved on a first-come first-serve basis.)*

May 27-31  Final review of program before acceptance emails go out and the Online Program opens
June 3    Email notification of abstract status sent by APHA to all presenting authors.

June 3    Online Annual Meeting Program opens at https://apha.confex.com/apha/2019/meetingapp.cgi

June 3-August 16    Call for moderators and moderator assignment for oral and roundtable sessions.

June 10    CME Session Review

July 19    Official APHA acceptance letter for presenters available in the speakers’ corner.

August 9    Indicate accept/reject for all wait-listed abstracts.

August 16    Final Program Deadline. All sessions must be finalized for the printed program and must include the following information:

- Session Title
- Session overview and objectives for oral & roundtable sessions (optional - not a requirement for CME)
- Session Moderator named
- COI for oral & roundtable for presenters and moderators
- Duration of each presentation

August 16    End of program planners and session organizers access to website.

August 31    Non-member Invited Speaker one-day request forms due (See Section VI for One-day Invited Speaker Form)

August 31    Audio-visual Equipment Request Deadline

August 31    Program Planner Registration Deadline

October 30    Deadline to upload PPT presentation files for oral sessions in advance of the meeting

November 2-6    APHA 2019 Annual Meeting in Philadelphia, PA
PROGRAM MANAGEMENT DEADLINES AND INSTRUCTIONS

November 19 - December 16  Update Call for Abstracts for 2019 Meeting

Update Call for Abstracts through Program Planners website using the “Program Setup” link on the Program Control Panel. All Calls must include a list of topic areas to be addressed in your 2019 program.

December 17  Website opens for 2019 Call for Abstracts

The Call for Abstracts opens for submissions and can be linked from the APHA Annual Meeting page at http://www.apha.org/events-and-meetings/annual or from the public abstract submission page https://apha.confex.com/apha/2019/cfp.cgi.

January 1-31  Call for Reviewers

Call for Reviewers opens and allows potential reviewers to sign up and review abstracts based on topics from the call for abstracts. Reviewers should be members of APHA and have some knowledge/expertise in your specific topic areas.

February 1-28  Revise Online Review Form Criterion

Each component will use the standard review criteria but can add up to three additional criteria using the set/edit review criteria function on the program control panel.

February 19-23  Contributed Abstract Submission Deadlines

Deadlines are staggered to accommodate the volume of last minute submissions. Please check the website for your specific deadline.

February 25- March 1  Assign Abstracts to Reviewers

Program planners to assign abstracts to reviewers and this can be done individually or preferably by using the automatic assignment functionality which randomly assigns abstracts to reviewers based on the topics they chose.

March 4  APHA to Send E-mail Notification to all Reviewers

E-mail notices sent by APHA to all reviewers with instructions on how to log into the site, complete a COI and review abstracts.

March 4-29  Review Contributed Abstracts

All abstract reviews must be completed by March 30. If you wish to start and end reviews earlier than March 5 please notify the APHA Program Planner for approval. Each abstract should be blind reviewed by 3-5 reviewers.

April 1-12  Indicate Accept/Reject and Wait-list Status of Contributed Abstracts

Before you can begin to move abstracts into actual sessions, you will have to indicate the acceptance or rejection of every abstract that was submitted to your program. As you arrange your program, you may find it necessary to change your mind about the status of an abstract due to the limited number of available slots.
April 15 Website opens for Invited/Solicited Submission

In order to allow program planners to fill in “gaps” in the program—generally an invited session/abstract involves a topic not addressed in any of the contributed abstracts, but one, which is deemed to be important to the membership. An allowance has been made for access to the submission website by invited submitters after the regular abstract submission deadlines have passed. This site will not be available to the general public. As program planners you will be given the URL for the site, which you will then need to provide to your invited speakers. Keep in mind that every Section, SPIG, Caucus, Forum and Student Assembly has a limited number of “invited speaker non-member one-day passes” (See Section V for one-day pass allocation chart). If you invite more speakers than you have passes for, they will be required to register for the annual meeting before they can present. It is very important that you communicate this to invited speakers for whom you do not have available passes. Please note: Although APHA stipulates that all presenters of contributed abstracts must be a member, this rule does not apply to non-member invited speakers.

April 15-26 Room Request Information Submitted in Confex

Instructions for submitting room request information will be sent in April.

April 26-May 24 Sessions Arranged Online

When arranging your sessions you must make sure your confirmed session titles have been assigned to one of your allotted time slots and that the appropriate “session type” has been indicated. All sessions must have the following information:

- Confirmed session title
- Accepted abstracts with appropriate learning objectives for CME
- COI for each presenter detailing experience and expertise on topic area
- Duration of each presentation (default for a 90 minute session is 20 minutes for)

There are 3 scientific session formats.

1) Poster Sessions
   Each poster session is comprised of 10 poster boards measuring 4’ x 9’. Poster presentations are visual/graphic displays of an author’s research. Presenting authors should arrive a few minutes early to set up their posters and should remain at their poster during the entire 60 minute session. Session presenters must remove their posters at the end of the session. Audiovisual equipment is not permitted at poster sessions. Please note: no more than 10 papers can be assigned to a poster session. All posters are scheduled in the Expo Hall of the Convention Center.

2) Oral Sessions
   The standard set up for oral sessions is a theater style seating with a head table for 4. There are however, a couple of different formats that an oral session can take:

   - Contributed Sessions:
     These sessions are organized with contributed abstracts submitted by authors through the Call for Abstracts process. The sessions generally open with a brief introduction by the session moderator, followed by each author’s presentation. Time is allocated for a brief question and answer period typically at the end of the session but can also be included individually into each presenter’s allocated presentation time.

   - Invited Sessions:

These are generally sessions organized by invitation only or by request from your leadership and/or partners. You must reserve one or more of your allocated time slots for this purpose as you will not be able to request any additional sessions.

3) **Roundtable Sessions**
   There are 10 roundtables set up for this type of session. In a roundtable session each presenter is assigned to a specific table where attendees will have the opportunity to have an in depth discussion with presenters. Presenters will have a half hour, in-depth presentation and discussion with the attendees at their table. After the half hour, the moderator will ask attendees to select a new table. Presenters will 2-3 different audiences during the 90 minute session. **Note: No audiovisual equipment is permitted in this format and no more than 10 abstracts can be assigned.**

4) **Session Collaborations / Endorsements / Late Breakers**

   **Collaborations/Joint Sessions**
   - Collaborations of sessions are organized by two or more Sections, SPIGs, Caucuses or Forums that **actively** plan a session together. Joint sessions or collaborations can also come from contributed abstracts across section. So that all sections involved can take credit for the organization of the session the program planner who uses their slot for the session should include in the title of the session the acronyms of the other sections. Each component may request 1 additional session for this purpose.

   **Endorsed Sessions**
   - Endorsing sessions simply indicates an interest in another Section, SPIG, Caucus or Forum’s sessions. There is a function on the program planner program control panel that allows you to endorse sessions. Once sessions are endorsed the primary Section, SPIG, Caucus and Forum program planner must approve all endorsement requests using the view/approve function on the program control panel.

   **Late Breakers**
   - Late breakers are for late breaking hot topics that may come up after the initial call for abstracts has ended. You may reserve one or more of your pre-assigned time slots for late breakers. A call for abstracts for the late breaker needs to be created and posted in the online system. Late breakers should open after June 3 and close no later than the end of July.

**April 29 – May 12**

**APHA to Schedule all Scientific Sessions, Business Meetings and Social Hours**

**May 5**

**Website Closes to Invited/Solicited Abstract Submitters**

The invited session/abstract submission website closes on this date. After this date, only the session organizer and/or program planner will continue to have access to their session(s) to finalize.

**May 6**

**Assign Invited Abstracts to Reviewers**

Reviewers for invited abstracts/sessions can be used from the existing list of contributed abstract reviewers or you may use the Call for Reviewers to recruit new ones.

**May 7**

**Program Planner to send an email to reviewers of invited sessions with instructions and a link to review.**
May 7-17 Review Window for Invited Abstracts/Sessions

Reviews should begin for invited sessions and the same review process for contributed abstracts should apply. The Online Program opens June 3 so any session details for invited sessions as well as contributed sessions should be finalized by end of May.

May 13 *New Room Request Forms Due

New room requests for Collaborative sessions, Saturday workshops, additional Poster, Roundtable, Business Meetings and Social Hours due.

*(Space is limited and reserved on a first-come first-serve basis.)*

May 27-31 Final review of program before acceptance email goes out and the Online Program opens

Program planners to review program one last time before email notices go out to presenters to ensure all abstracts have either been accepted, declined or wait-listed and are assigned to their respective session.

June 3 E-mail Notification of Abstract Status to all Presenting Authors

APHA will send e-mail notices of abstract status to all abstract submitters. The acceptance e-mail notification includes date and time of the presentation as well as a link to the speakers’ corner to confirm presentation.

June 3 APHA On-Line Annual Meeting Program Opens

On June 3, the web version of the APHA Annual Meeting Program will open and can be linked from https://apha.confex.com/apha/2019/meetingapp.cgi as well as http://www.apha.org/events-and-meetings/annual. The general public will be able to view the program either by 4-digit session number, keyword, day or by program. A scheduler is available in the APHA Mobile App and will be available in late August.

June 3-August 16 Call for Moderators and Moderator Assignments for all Oral and Roundtable Sessions

Moderators must be assigned to all oral and roundtable sessions. Program planners will receive instructions on sending out the Call for Moderators in the Confex system. Once moderators are confirmed, APHA will send an email to all moderators with a link to their session, moderator guidelines and a link to complete their COI disclosure form.

June 10 CE Session Review

CE review committee to review all oral and roundtable sessions for continuing education credit. All sessions that have confirmed speakers, COI’s, learning outcomes and an abstract description will be considered.

July 19 Official APHA Letter Available to All Session Presenters in the Speakers’ Corner

The official APHA session presenter letter will be available to all presenters’ from the speakers’ corner and an email with a link to this page will be sent. The letter will include the presenter’s scheduled presentation information including, day, date, time and room location. **Note:** Presenters must be registered before they can access and print this letter.
August 9  Indicate accept/reject for all Wait-Listed abstracts

After changing the status of wait-listed abstracts to accepted or rejected an automatic email is sent to the presenting author notifying him/her of their status.

August 16  Final Program Deadline

By this date all sessions should be completely finalized for the Final printed program. Moderators for oral and roundtables should be assigned.

August 16  End of Program Planners and Session Organizers Access to the Website

Website will close to Program Planners’ and Session Organizers at 11:59 pm (PST). Access to limited functions will still be available. Any changes to your program after this date must be handled by APHA program planner and only minor changes will be accepted. Please note that it may not be possible for staff to accommodate all requests for changes.

August 31  Non-member Invited Speaker one-day forms due

If you require one-day passes for invited non-member speakers, forms are due by this date. (See Section VI for one-day speaker form). Please verify that these individuals are non-members prior to submitting the forms. All members must register for the meeting.

August 31  Audio-visual Equipment Request Deadline

APHA will provide the standard AV set which includes an LCD projector, laptop and a screen for all oral sessions only. If additional AV is required or AV is needed for business meetings and socials, payment is required at the time of placing your order. Please note funds from your APHA operating budget may be used to cover your AV costs. Audio-visual equipment will not be provided for poster and roundtable sessions.

APHA will not order equipment for sessions on-site, therefore, all equipment must be ordered in advance. An AV order form will be available June 4. If AV equipment is needed on site it must be ordered directly with the AV office. Location of AV office will be provided in the Final Program book and mobile app.

August 31  Program Planner Complimentary Registration Deadline

APHA will provide up to 2 complimentary registrations to be used by the primary program chair and program co-chair for each Section, SPIG, Caucus, Forum and the Student Assembly. In order to receive the comp. registration your APHA membership must be current through the dates of the 2019 Annual Meeting. Note: Registrations are for program chairs only and are not transferable to anyone outside the planning committee.

October 30  Deadline to upload PPT presentation files in advance of the meeting.

Deadline to upload is 11:59 pm (EST).

November 2-6  APHA 2019 Annual Meeting & Expo – Philadelphia, PA
Section V

Time Slot Allocation Chart
One-day Speaker Allocation Chart
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<th>Component</th>
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## Complimentary Invited Speaker One-day Allocation Chart (tba)

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### Veterinary

**Caucus:**

- American Indian, Alaska Native & Native Hawaiian Caucus
- Academic and Practice Linkages in Public Health Caucus
- Asian Pacific Islander Caucus
- Black Caucus
- Caucus on Homelessness
- Caucus on Public Health & Faith Community
- Caucus on Refugee and Immigrant Health
- Community-based Public Hospital Caucus
- Family Violence Prevention
- Latino Caucus
- LGBT Caucus
- Men’s Health Caucus
- Peace Caucus
- Socialist Caucus
- Spirit 1848
- Vietnam Caucus
- Women’s Caucus

### Forums:

- Cancer Forum
- Breastfeeding
- Genomics
- Trade & Health Forum

### APHA:

- Committee on Women’s Rights
- APHA-Global Public Health Film Festival
- Student Assembly
SECTION VI

Forms

- One-day invited speaker
- New room request for additional (poster, roundtable, business meeting, social hour)
- Collaborative Session
- Workshops
COMPLIMENTARY INVITED NON-MEMBER SPEAKER ONE-DAY PASS

<table>
<thead>
<tr>
<th>Indicate day of presentation:</th>
<th>☐ Monday, 11/4 ☐ Tuesday, 11/5 ☐ Wednesday, 11/6</th>
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<tr>
<td>Role in program:</td>
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<td>Name of Section/SPIG/Caucus/Forum:</td>
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<td>Name and signature of Section/SPIG/Caucus/Forum Program Chair:</td>
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PLEASE NOTE: These badges are good for the day of the presentation, and are available for Non-APHA members who have been invited to speak at a solicited session organized by an APHA Section, SPIG, Caucus or Forum. Members are required to pay registration, therefore, please verify with your speaker if he/she is a member of APHA. Each Section, SPIG, Caucus and Forum has been allocated a specific quota of invited speaker passes, once that quota has been reached, no additional registrations can be accepted.

Badges will be mailed to registrants in mid-October and will indicate Name, Degree, Organization, City and State only.

CONTACT INFORMATION

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<td>Fax:</td>
</tr>
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<td>Email:</td>
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</tbody>
</table>

IMPORTANT: This form must be received at APHA no later than August 31, 2019.

Please return form by E-Mail back to:

Donna Wright
APHA
800 I Street, NW
Washington, DC 20001
FAX: (202) 777-2530
Email: donna.wright@apha.org

For Staff Use:  
Date Received: ___________________  
Membership Status: ___________________
2019 ANNUAL MEETING ROOM REQUEST FORM
AMERICAN PUBLIC HEALTH ASSOCIATION

Please TYPE into the grey boxes and return to Donna Wright at donna.wright@apha.org. Hand written forms will not be accepted.

DEADLINE: MAY 13, 2019

Please TYPE information into the grey boxes of form and return via e-mail

General Information
Scheduled Day: Choose from drop down
Start Time: End Time:
Primary Sponsor: Estimated Attendance:
Meeting Title:
Type of Meeting: Choose from drop down
Room Set-up: Choose from drop down

Additional Set-up and Equipment (check all that apply)
☐ Head table with 4 chairs
☐ Lighted Lectern
☐ LCD Projector, Computer and Screen
☐ Additional Microphones

Food and Beverage
Type of Function: Choose from drop down
☐ Cash Bar (COD)
☐ Open Bar (Hosted)

Program Chair/Staff Liaison/Session Organizer
Name:
Telephone:
E-mail:
Individual to Receive Billing:
Billing Address:
Billing Telephone/E-mail:

Notes:
Collaborative Session Request Form

2019 ANNUAL MEETING ROOM REQUEST FORM
AMERICAN PUBLIC HEALTH ASSOCIATION

Please TYPE into the grey boxes and return to Donna Wright at donna.wright@apha.org. Hand written forms will not be accepted

DEADLINE: May 13, 2019

Please TYPE information into the grey boxes of form and return via e-mail

General Information
Scheduled Day: Choose from drop down
Start Time:   End Time:
Collaborating Components: Estimated Attendance:
Meeting Title:
Type of Meeting: Choose from drop down
Room Set-up: Choose from drop down

Additional Set-up and Equipment (check all that apply)
☐ Head table with 4 chairs
☐ Lighted Lectern
☐ LCD Projector, Computer and Screen
☐ Additional Microphones

Program Chair/Staff Liaison/Session Organizer
Name:
Telephone:
E-mail:
Individual to Receive Billing:
Billing Address:
Billing Telephone/E-mail:

Notes:
Components may submit an application to hold a workshop at the Annual Meeting. Workshops are in addition to already scheduled business meetings and allow components to hold longer events to go in-depth on a particular topic. Workshops are open to non-members and individuals not attending the Annual Meeting. Components should continue to use allocated business meetings to discuss component business and recruit new members from the APHA membership.

Components looking to host a workshop must send a completed application to Donna.Wright@apha.org by May 13. A separate form must be completed for each workshop. Applications will be reviewed by APHA staff within 2 weeks of receiving the application.

Costs
- A $50 non-refundable fee is required to reserve space. This will be due if workshop is approved.
- Food and beverage and Audio Visual will be at an additional charge to the component

Rules and Regulations
- Can only be held on Saturday, Nov. 2.
- Registration for the event is required. APHA will host the registration process. More information will be available if approved.
- Non-members and individuals not attending the Annual Meeting may attend.
- A workshop can include one general session room and one breakout.
- A portion of the workshop must be used to promote APHA and the component.
- Workshop will not be approved if the content matches one of the APHA Learning Institutes.
- Continuing Education cannot be provided at this event.
- Submitting an application does not guarantee approval of Workshop.

Complete the application in full to be considered for a workshop

Event Organizer

| Component: |  |
| Name: |  |
| Cell phone: | E-mail: |

Workshop Information

| Workshop Title: |  |
| Start Time: | End Time: |
| Purpose/Objective of hosting workshop: |  |
| Are you bringing a Speaker(s)? If so, who? |  |

Audience

| Who should attend this event? |  |
| Estimated Attendance: |  |
| How will you market event? |  |
| Would you charge a registration fee? | Choose from list* |
| Why are you charging a fee |  |
| What is the fee? |  |
### Workshop Logistics

<table>
<thead>
<tr>
<th>Do you require a breakout room?</th>
<th>Choose from list</th>
<th>Food and Beverage Options:</th>
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<td>None</td>
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</table>

**Notes:**

*Registration managed by APHA. More information will be provided if workshop is approved.*
Section VII

Program Committee Contacts
2019 PROGRAM COMMITTEE CONTACTS

APHA

APHA- Early-Career Professionals
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APHA- Committee on Womens Rights
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Black Caucus of Health Workers
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Peace Caucus
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FORUMS

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SECTION VIII

Continuing Education/Accreditation Information
Reviewing APHA Annual Meeting Scientific Sessions

How to Review Abstracts while meeting accreditation criteria
Program Planners Meeting
November 15, 2018
Public health related continuing education is a learning experience designed to augment the knowledge, skills or competence, performance, attitudes or the professional development of the workforce. Such learning is aimed to improve the health of the public and the health care delivery system by presenting best practices, evidence-based practice and practice-based evidence in such contexts as public health education, policy, regulation, law or other relevant environment.

The American Public Health Association's mission includes providing, co-providing or jointly sponsoring quality continuing education for public health professionals. The mission also includes approving educational activities that are developed by external entities and submitted to APHA for approval to award CE contact hour credits in public health and related areas.
The Association’s CE program is multi-disciplinary with a single set of policies and processes that meet the requirements of the accreditations that it holds.

The Association’s priority is to assure compliance with the following CE accrediting organizations:

**National Commission for Health Education Credentialing, Inc.** (NCHEC) for certified health education specialists (CHES/MCHES)

**Accreditation Council for Continuing Medical Education** (ACCME) for physicians and non-physicians (CME)

**American Nurses Credential Center Commission on Accreditation** (ANCC) for nurses

**National Board of Public Health Examiners** (NBPHE) for certified public health (CPH) professionals

**AAVSB RACE** for veterinarians and veterinarian technicians
APHA Interdisciplinary Program

- Review the criteria and requirements of all 4 disciplines *(Appendix 1)*
- Use the attached abstract scoring sheet to judge the credit worthiness of the abstract *(Appendix 2)*
- A Session either gets credit for all four disciplines or no credit.
- Sessions are reviewed for MCHES separately *after* the initial review and awarded credit based on advanced competency requirements from NCHEC.
- Session are reviewed for VETs separately after the initial review and awarded credit based on RACE criteria.
Each session’s presenter, faculty, or panelist **Must have:**

- Abstract Content
- Learning Outcomes
- Conflict of Interest Disclosure
Abstract Content

- **Title** - Individual titles cannot be the same as the session title

- **Abstract** - Each presenter needs an abstract describing what will be presented. An abstract should clearly state the purpose, the relevance, content and evidence based on the needs assessment for the topic

- At least one *singular* measurable **learning outcome** *(formerly referred to as learning objectives)*

- **No mention of commercial entity** brand names product or service or promoting a single or specific product or service.

- Author/faculty information should not be included in the abstract
Abstracts should align with the session’s overview and be cohesive with co-panelists’ abstracts
Bias can occur when a presenter or author inserts opinions into the educational content that are not fact based, and that may influence the participants learning of the content. This type of bias is not objective, fair or balanced, and fails to meet the criteria for providing a CE worthy presentation.
Learning Outcomes
(formerly learning objectives)

—A learning outcome reflects what the learner will be able to do as a result of participating in this educational activity. Each abstract needs at least one measurable SINGLE learning outcome based on the presenter’s abstract. No compound learning outcomes.

—Use the following verbs ONLY: explain, demonstrate, analyze, formulate, discuss, compare, differentiate, describe, name, assess, evaluate, identify, design, define or list.

—Understand, knowledge or learn are not measureable outcomes.
Understand, Learn and Knowledge are not measurable and will not be accepted.
Conflict of Interest Statement

All individuals in a position to control content must complete the conflict of interest documentation. This includes speakers, panelists, discussants, moderators or faculty.

Qualification Statement

Conflict of Interest Statement

Signature/Resolution
Qualification Statement

Each presenter MUST complete a statement that describes their qualification for presenting and area(s) of expertise. NOTE: this has been a big issue in the past and some sessions were not granted CE for this reason. Having a poor qualification statement can make a session ineligible for CE.

Acceptable Example

I am qualified to present because I have conducted research in the area of maternal and child health for the past 20 years and have given multiple presentations on this subject at APHA Annual meeting and other national conferences.

Unacceptable Example

I am qualified because I am a professor at XYZ University.
Conflict of Interest Statement

Each organizer, moderator, presenter, faculty, etc, **MUST** answer the “**Required Disclosure**” section on the Conflict of Interest Disclosure form.

“**During the past 12 months have you, or your spouse or partner had a financial relationship that might potentially bias and/or impact content of the educational activity/session?**”
Each organizer, moderator, presenter, faculty, discussant, or panelist **MUST** sign the Conflict of Interest Disclosure Form. Electronic/Typed signatures are accepted.

“**Resolution:** I agree not to promote any products, goods or services or to bias the educational content and to comply with the American Public Health Association Conflict of Interest Policy, Commercial Support Standards, as they become applicable to me.”
A commercial interest is defined as “any proprietary entity producing, marketing, reselling or distributing health care goods or services consumed by, or used on, patients or an entity”, with the exemption of non profit or government organizations and non-health care related companies.

The following are not considered commercial interests:

- For profit hospitals, rehabilitation centers and nursing homes
- Liability insurance providers, health insurance providers, group medical practices
Outside Funding Source

If a presenter’s research/work/program was funded by a commercial interest/entity as defined by accreditation bodies, Conflict of Interest disclosure form should be answered “yes” and the entity disclosed. The conflict will need to be resolved.

Example:

Required Disclosure: During the past 12 months have you or your spouse or partner had a financial, professional or personal relationship that potentially bias and/or impact content of the educational activity/session:  ____X____ yes ______no

If yes, list company (s) with relationship

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Name of Commercial Company</th>
<th>Nature of Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Brown</td>
<td>Sanofi, Merck, Takeda</td>
<td>Consultant</td>
</tr>
</tbody>
</table>
# Checklist for CE Requirements

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Is there a title? (Remember title should be different from session’s overall title)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Is there an abstract for each presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Is the abstract free of trade or commercial products names</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Is there at least one <strong>Measurable</strong> singular learning outcome</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Was an approved verb used?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Is the presenter’s Qualification Statement sufficient?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Is the financial disclosure question answered?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Is the Disclosure form signed?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you answered no to any of these questions, ask the presenter to make the corrections or you can do them yourself.
Appendix 1 - Discipline Criteria

CONTINUING MEDICAL EDUCATION (CME) and NON-PHYSICIAN

To maintain compliance with ACCME Essential Area 2, all activities must be developed in the context of desirable Physician attributes as those designated by the Institution of Medicine (IOM) and American Board of Medical Specialties (ABMS)/Accreditation Council of Continuing Graduate Medical Education (ACGME) Competencies.

At least one (1) competency area should be checked.

ACGME/ABMS Competencies

- [ ] Patient Care and Procedural Skills
- [ ] Medical Knowledge
- [ ] Interpersonal and Communication skills Institute of Medicine
- [ ] Provide patient-centered care
- [ ] Employ evidence-based practice
- [ ] Practice-based Learning and Improvement
- [ ] Professionalism
- [ ] System-based Practice
- [ ] Work in interdisciplinary teams
- [ ] Apply informatics

Interprofessional Education Collaboration

- [ ] Values/Ethics for Interprofessional Practice
- [ ] Interpersonal and Communication
- [ ] Roles/Responsibilities
- [ ] Teams and Teamwork

Other competencies

- [ ] Please check if competencies other than those listed were addressed
HEALTH EDUCATION SPECIALIST (CHES/MCHES)

To maintain compliance with CHES/MCHES, all activities must be developed in the context of the areas of responsibility and competencies for health education specialists competency.

Seven areas of responsibilities

☐ Area I: Assess Needs, Resources and Capacity for Health Education/Promotion
☐ Area II: Plan Health Education/Promotion
☐ Area III: Implement Health Education/Promotion
☐ Area IV: Conduct Evaluation and Research Related to Health Education/Promotion
☐ Area V: Administer and Manage Health Education/Promotion
☐ Area VI: Serve as a Health Education/Promotion Resource Person
☐ Area VII: Communicate, Promote, and Advocate for Health, Health Education/Promotion, and the Profession
CONTINUING NURSING EDUCATION (CNE)

To maintain compliance with ANCC, all activities must be developed in the context of the following for competency:

☐ Nursing Professional Development ☐ Patient Outcome ☐ Other-
Describe: ______________________

CERTIFIED PUBLIC HEALTH PROFESSIONAL (CPH)

To maintain compliance with NBPHE, all activities must be developed with one of the core areas context of the following for competency:

☐ Biostatistics ☐ Environmental Health Sciences ☐ Epidemiology
☐ Health Policy & Management ☐ Social & Behavioral Sciences
OVERALL SCORE AND RECOMMENDATION

Indicate your final recommendation based on the overall score from each of the sections below, where:

Based on maximum of 45 points

Reject
0 - 10 = Very Poor
11 - 20 = Poor
21 - 34 = Neutral/Adequate

Accept
35 - 40 = Good
41 - 45 = Very Good

Final Recommendation

☐ I recommend this abstract be accepted
☐ I recommend this abstract be accepted with the same changes (use the Final Recommendation Comments box below)
☐ I recommend this abstract be accepted as a Poster
☐ I recommend this abstract be rejected (use the Final Recommendation Comments box below)

Final Recommendation Comments

Additional Comments/Concerns
Scientific Session Abstract Scoring Sheet

<table>
<thead>
<tr>
<th>Category</th>
<th>Scoring Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstain</td>
<td>If you wish to recuse yourself from review of this entry due to a conflict of interest, please do not score this abstract. Leave the other fields untouched. Only use the box below to briefly describe the conflict then scroll down and click submit. An automatic email will be sent to the program planner(s) regarding the abstain status.</td>
</tr>
<tr>
<td>Abstract Content</td>
<td>Specific to presenting topic, must be of sound science, or evidence-based practice (promising practice) and serve to maintain, develop or increase the knowledge, skills or competence of the public health professional. Content must be objective, free from bias and promotion, no use of commercial entities, products, services, logos, or brand names (15 points possible).</td>
</tr>
<tr>
<td>Learning Outcomes</td>
<td>At least one measurable learning outcome that reflects what the learner will be able to do as a result of participating in this educational activity (5 points possible). (no compound outcomes – list outcomes separately)</td>
</tr>
<tr>
<td>GAP addressed</td>
<td>Were gaps identified? Was it based on sound science, evidence-based (promising practice) that identified the change in skills, knowledge, and/or the opportunity for improvement? (10 points possible).</td>
</tr>
<tr>
<td>Competency</td>
<td>Did the abstract address a core competency in public health, nursing, medicine or health education? (5 points possible).</td>
</tr>
<tr>
<td>Quality of Written Abstract</td>
<td>Was the abstract coherent? Did the abstract clearly state the purpose and/or relevance to field of public health? (10 points possible).</td>
</tr>
</tbody>
</table>
Charlene’s Quick Tips

• **Session**- Avoid having 5 or more speakers per session unless it is a round table discussion.

• **Qualification statement** – One poor statement will jeopardize credit for the entire session

• **Abstract criteria**- Each section can add up to three additional scoring areas

• **Collaboration**- Engage other sessions to help reduce duplication

• **Questions**- Contact us if you’re unsure
Questions?
Contact Information

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ABOUT APHA

The American Public Health Association champions the health of all people and all communities. We strengthen the profession of public health, promote best practices and share the latest public health research and information. We are the only organization that influences federal policy, has a 140-plus year perspective and brings together members from all fields of public health. Learn more at www.apha.org.