

2021 PROGRAM PLANNING MANUAL

2021 APHA ANNUAL MEETING & PUBLIC HEALTH EXPO
OCTOBER 23-27

THEME: CREATING THE HEALTHIEST NATION: STRENGTHENING SOCIAL CONNECTEDNESS



SECTION I

Program Committee Responsibilities

Accessing the Program Planning Portal

- Program planners are added to the Confex Abstract Management platform
- Email sent with link to log in
- Complete conflict of interest disclosure statement to access program controls
- Detailed step-by-step instructions provided
- Confex technical support: Andrey Gurvich at agurvich@confex.com or call 401-334-0220 ext. 216.

Program Responsibilities

- 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
- Make final acceptance decisions of 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.

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. 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.
4. Send a broadcast email to your membership.

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.
- APHA will send out an email to the entire membership with a link to the **Call for Reviewers** so anyone interested can sign up. Prior to abstract review, APHA will send an email with instructions to reviewers with a link to access their assigned abstracts that will include the rubric for reviewing the abstracts. Abstracts will be blind, and each abstract should have 3-5 reviews.

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 presenters must pay a registration fee in order to participate in the program.
- A limited number of free one-day 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. A google document will be created for program planners to submit the names and contact information for the speaker pass and must provide the 4-digit session number. **(See Section V for one-day pass allocation chart).**
- Session presenters may not present 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 at any other National meeting or published prior to presenting at APHA. This policy may be overridden at the discretion of APHA's program planner.
- APHA does not provide scholarships, grants or other financial support to cover meeting-related expenses for presenters or invited speakers.

Moderators

A session moderator should be assigned to each oral and roundtable session and a link to the **Call for Moderators** is available on the program control panel. The program chair and/or co-chair is responsible for sending out the Call for Moderators link and will ultimately make the appropriate session assignments. 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 and contact information for session presenters.

Session Moderator Responsibilities:

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

Room Monitors

- Room Monitors are temporary meeting staff hired by APHA. They are there to provide assistance to the moderator and presenters and to take attendance at all sessions. They are generally assigned 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.

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 or in the evenings. Related Organization Events cannot be held during scientific session time blocks.

SECTION II

APHA Program Policies

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.

Time Slot Allocation

In order to optimize the use of APHA's meeting rooms, we develop a clear approach to determining the number of scientific sessions allocated to each APHA component. This is an opportunity to foster a meeting environment for attendees to learn, network and engage. The session allocation policy addresses five 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 increase the attendance in each session.

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.

Time Slot Allocation Cont'd

We recognize that each component has a different set of data. Separate formulas were created for Sections and SPIGS, Caucuses, Forums and other groups.

Sections and SPIGs

We looked at three key factors in allocating slots for Sections and SPIGs;

1. Membership: A large membership is an indication of the components, representation within APHA and most likely within the field.
2. Registration: More sessions may be allotted to groups with high attendance.
3. 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.

Time Slot Allocation Cont'd

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 internal 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 Public Health Film Festival receives a session in each time slot.

For more information on the policy log on to:

<https://www.apha.org/Events-and-Meetings/Annual/Presenter-Information/Program-Planners-Only>

Collaborative Sessions

- In a typical in-person meeting, each component would be allowed to have one additional session. These sessions would be organized by 1 or more component. Generally, the caliber of presentations is higher when the components collaborate.
- 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.

Note: Collaborative session requests are not available this year. You may however use one of your time slots for this purpose.

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.
- Submitting an application does not guarantee approval of a workshop. All rules and regulations must be agreed to and followed.
- A workshop application can be found on the [Program Planner Webpage](#) .

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. 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 there are no restrictions on start times.
- Evening social events on Sunday, Monday and Tuesday can start no earlier than 6 p.m.
- Breakfast events must be finished by 10:45 a.m. on Sunday and can 8:15 a.m. on Monday, Tuesday and wednesday.
- It is suggested that receptions not extend beyond 9:00 p.m. which is the end of shuttle bus service if shuttle service is being provided. However, longer events can be scheduled with approval from APHA’s Program Planner.

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 mid-April that you want to have a ticketed event. Please contact Donna Wright (donna.wright@apha.org).

Comp. 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 an APHA member 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. These passes may also be used for non-member session moderators. Members must register for the meeting.

Off-site Events

Off-site events may not be listed in the Annual Meeting Program. Groups opting to hold off-site events are offered the following options to market their event:

- Advertise in Section Newsletters.
- Send broadcast e-mails to section members and other interested parties.
- Purchase an ad in *The Nation's Health* or the *American Journal of Public Health*.
- Purchase an ad in the Annual Meeting Final Schedule
- Send individual invitations to attendees (either printed or evites).
- 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.

Section III

Time Slot Scheduling Guide

Schedule at-a-Glance

Our new Annual Meeting schedule allows for more participation from the virtual audience, more networking time for both virtual and in-person attendees and a more robust schedule to kick off the meeting on Sunday. All times listed below are in Mountain Time

Schedule at-a-Glance

Monday, Oct. 18 – Wednesday, Oct. 20

Navigate and Network: Navigate & Network: APHA 2021 Virtual Meeting only

VIRTUAL APHA Business Meetings

Thursday, Oct. 21 – Friday, Oct. 22

VIRTUAL Posters Sessions

Saturday, Oct. 23

Pre-Convention Learning Institutes

In-Person APHA Business Meeting

Virtual APHA Business Meetings

Schedule at-a-Glance cont'd

Sunday, Oct. 24

Time	<u>In-Person</u>	<u>Virtual</u>
8:30 – 10:30 a.m.	APHA Business Meetings	APHA Business Meetings Networking Coffee Talks
11-12:30 a.m.	NEW TIME –Opening General Session	NEW TIME –Opening General Session
12:30 – 2 p.m.	Public Health Expo Grand Opening	
2-3:0 p.m.	NEW SLOT – Oral Sessions	NEW SLOT– Oral Sessions
4-5:30 p.m.	NEW SLOT – Oral Sessions	NEW SLOT– Oral Sessions
6:00 p.m.	Social Hours	Social Hours

Schedule at-a-Glance cont'd

Monday, Oct. 25

Time

In-Person

Virtual

7:30-8:30 a.m.

Networking Coffee Talks

8:30 – 10:00 a.m.
Session

NEW TIME – Monday General Session

NEW TIME – Monday General

10:30a.m. – 12p.m.

Oral Sessions

Oral Sessions

12-2 p.m.

Public Health Expo

12:30-1:45 p.m.

Roundtable Sessions

2-3:0 p.m.

Oral Sessions

Oral Sessions

4-5:30 p.m.

Oral Sessions

Oral Sessions

6:00 p.m.

Social Hours

Social Hours

Schedule at-a-Glance cont'd

Tuesday, Oct. 26

Time

In-Person

Virtual

7:30 – 8:30 a.m.

Networking Coffee Talks

8:30 – 10:00 a.m.

Oral Sessions

Oral Sessions

10:30 a.m. – 12 p.m.

Oral Sessions

Oral Sessions

12-2 p.m.

Public Health Expo

APHA Awards Ceremony

12:30-1:45 p.m.

Roundtable Sessions

2-3:00 p.m.

Oral Sessions

Oral Sessions

4-5:30 p.m.

Oral Sessions

Oral Sessions

6:00 p.m.

Social Hours

Social Hours

Schedule at-a-Glance cont'd

Wednesday, Oct. 27

<u>Time</u>	<u>In-Person</u>	<u>Virtual</u>
7:30 – 8:30 a.m.	Networking Coffee Talks	
8:30 – 10:00 a.m.	Oral Sessions	Oral Sessions
10:30.a.m. – 12 p.m.	Oral Sessions	Oral Sessions
12:30 – 2 p.m.	Oral Sessions	Oral Sessions
2:30 – 4 p.m.	Closing General Session	Closing General Session

SECTION IV

Session Types/Program Deadlines

Session Types

There are 3 scientific session formats.

Virtual Poster Sessions

Virtual poster sessions are comprised of 10 posters. Poster presenters will upload a pre-recording of their poster for on-demand viewing starting Monday, October 18. We will also have a live component of the poster presentation held through Zoom on Thursday and Friday Oct. 21-22. Each poster session will be assigned a 90 minute slot. Presenters will give a 10 minute presentation followed by Q&A for all the presenters.

In-person/Virtual Oral Sessions

50% of oral sessions will be in-person and 50% virtual. The standard set up for oral sessions in person will be theater style seating with a head table for 4. Virtual oral sessions will be scheduled in Zoom with live Q&A.

There are 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.
- **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 for this purpose.

Virtual Roundtable Sessions

Virtual roundtable sessions are comprised of 10 presentations and scheduled in Zoom. In a roundtable session, each presenter is assigned to a virtual breakout room where attendees will have the opportunity to have an in-depth discussion with presenters. Presenters will have 20 minutes to present and 10 minutes for Q&A with the audience. After the first 30 minutes the moderator will bring everyone back to the main Zoom room and have the audience move themselves to a different breakout room presentation. Presenters will present to 2-3 different audiences during the 75-minute session.

Session Types cont'd

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. ***Note: Requests for a collaborative session is not available this year. You may however reserve one of your time slots 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 late-breakers needs to be created and posted in the online system. Late breakers should open after June 1 and close no later than the end of July.

2020/2021 Program Deadlines

- **Nov. 17-Dec. 31** Call for Abstracts Updated
- **January 4** Call for Abstracts opens
- **February 1-26** Call for Reviewers
- **February 22-26** Revise Online Review Form Criterion
- **March 28** Extended deadline for abstract submission
- **March 29-31** Assign abstracts to reviewers
- **April 1** APHA to send email notification to abstract reviewers
- **April 1-23** Review of contributed abstracts
- **April 12** Website opens for Invited/Solicited abstract submissions
- **April 26-30** Indicate accept/reject/wait-listed status of all contributed abstracts
- **May 3-7** Room reservation information submitted in Confex
- **May 7** Website closes to invited/solicited abstract submitters
- **May 10** Assign invited abstracts to reviewers
- **May 10-21** APHA to schedule all scientific sessions, business meetings and social hours according to submitted room request information
- **May 11** Email sent to invited abstract reviewers
- **May 11-June 4** Review window for all invited abstracts/sessions
- **June 30** Workshop Reservation Request Forms due
- **June 1** Acceptance emails sent without session date and time
- **June 11** Presenters to indicate if they want to be in-person or virtual
- **June 14-28** Arrange sessions with accepted abstracts

Program Deadlines Cont'd

- **July 1** APHA On-Line Annual Meeting Program Opens goes live. Presenters will receive a second acceptance email with session details (date, time, session title)
<https://apha.confex.com/apha/2021/meetingapp.cgi>
- **July 1** CE Review for Contributed Sessions
- **July 1-August 13** Call for moderators and moderator assignment for oral and roundtable sessions.
- **August 13** Indicate accept/reject for all wait-listed abstracts.
- **August 13** Final Program Deadline. All sessions finalized
- **August 13** End of program planners and session organizers access to Confex.
- **August 31** Non-member Invited Speaker one-day pass requests due

August 31 Audio-visual Equipment Request Deadline

August 31 Program Planner Registration Deadline

October 18 Deadline to upload PPT presentation files for oral sessions in advance of the meeting

October 23-27 APHA 2021 Annual Meeting

Program Deadlines Instructions

November 17-December 31 Update Call for Abstracts

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 2021 program.

January 4 Call for Abstracts opens

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/2021/cfp.cgi>.

February 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 22-26 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.

March 28 Contributed Abstract Submission Deadline Extended

Program Deadline/Instructions Cont'd

April 1 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.

April 1-23 Review Contributed Abstracts

All abstract reviews must be completed by April 23. Each abstract should be blind reviewed by 3-5 reviewers.

April 12 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. 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.

Program Deadline/Instructions Cont'd

April 26-30 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. Changes to abstract status cannot be made once acceptance emails are sent on June 1.

May 3-7 Room Reservation Information Submitted in Confex

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

May 7 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 these session(s) in order to finalize.

May 10 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.

Program Deadline/Instructions Cont'd

May 10-21 APHA to Schedule all Scientific Sessions, Business Meetings and Social Hours

May 11 Program Planner to send an email to reviewers of invited sessions with instructions and a link to review.

May 11-June 4 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 1 so any session details for invited sessions as well as contributed sessions should be finalized by end of May.

June 1 Acceptance emails sent without session date and time

June 11 Presenters to indicate if they want to be in-person or virtual

Program Deadline/Instructions Cont'd

June 14-28 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 outcomes for CME
- COI for each presenter detailing experience and expertise on topic area
- Duration for each presentation in an oral session (default is 20 minutes per abstract with no more than 4 abstracts per oral session)

June 30 Workshop Reservation Forms Due

July 1 APHA On-Line Annual Meeting Program Opens

Online program goes live. Presenters will receive a second acceptance email with session details (date, time, session title) <https://apha.confex.com/apha/2021/meetingapp.cgi>

July 1 CE Review for Contributed Sessions

Program Deadline/Instructions Cont'd

July 1 CME Session Review for Contributed Sessions

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 1-August 13 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.

August 13 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.

Program Deadline/Instructions Cont'd

August 13 Final Program Deadline

By this date, all sessions should be completely finalized, and moderators should be assigned to all oral and roundtable sessions.

August 13 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 requests due

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

Program Deadline/Instructions Cont'd

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 2021 Annual Meeting. Note: Registrations are for program chairs only and are not transferable to anyone outside the planning committee.

October 18 Deadline to upload PPT presentation files in advance of the meeting. Deadline to upload is 11:59 pm (PST).

October 23-27 APHA 2021 Annual Meeting & Expo – Denver, CO

SECTION V

Program Committee Contacts

2021 Program Committee Contacts

APHA STAFF

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Academic and Practice Linkages in Public Health Caucus

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SECTION VI

Time Slot & Invited Speaker Allocation Charts

Session and Invited Speaker Allocations

- Session Allocations
- Invited Speaker Allocations

Session Allocations

Component	ORAL				Virtual Only	
	Total	In-Person	Virtual		Rounds	Posters
Academic and Practice Linkages in Public Health Caucus	8	4	4		0	3
Academic and Practice Linkages in Public Health Caucus Delta Omega	0	0	0		0	3
Aging and Public Health	13	6	7		4	9
AIANNHC	4	2	2		1	1
Alcohol Tobacco and Other Drugs	23	11	12		1	26
APHA Center for Climate, Health & Equity	3	2	1		0	0
APHA Center for Professional Development	9	4	5		0	0
APHA Center for Public Health Policy	3	2	1		0	0
APHA COA	2	1	1		0	1
APHA COWR	4	2	2		0	2
APHA Early Career Professionals						2
APHA Featured Sessions	11	11	0		0	0
APHA Featured Films	4	3	1		0	0
APHA Global Health	12	6	6		0	0
APHA ISC	3	2	1		0	0
APHA Public Health Funders Network	6	3	3		0	0
Applied Public Health Statistics	10	5	5		1	2
Asian Pacific Island	5	2	3		0	3
Black Caucus	5	2	3		2	1
Breastfeeding	2	1	1		0	4
Cancer Forum	2	1	1		0	2
Caucus on Homelessness	5	2	3		0	1
Caucus on Public Health and the Faith Community	3	1	2		0	1

Session Allocations cont'd

Component	ORAL				Virtual Only	
	Total	In-Person	Virtual		Rounds	Posters
Caucus on Refugee and Immigrant Health	6	3	3		0	1
Chiropractic Health Care	2	1	1		0	0
CHPPD	45	22	23		0	8
Community Based Public Health Caucus	4	2	2		3	1
Community Health Workers	7	3	4		2	2
Disability	7	3	4		0	7
Environment	19	9	10		1	6
EPI	46	23	23		0	13
Early Career Professional	0	0	0		0	2
Ethics	5	2	3		1	1
Family Violence	4	2	2		0	1
Food and Nutrition	18	9	9		1	4
Genomics Forum	2	1	1		0	1
Health Administration	19	9	10		3	5
HIIT	8	4	4		2	6
HIV/AIDS	11	5	6		3	11
Human Rights Forum	4	2	2		0	1
ICEHS	11	5	6		0	10
ICTHP	5	3	2		1	4
International Health	26	13	13		0	9
Latino	6	3	3		1	4
Law	7	3	4		1	2
LGBT	9	4	5		0	1
Maternal and Child Health	32	16	16		1	12
Medical Care	17	8	9		0	6

Session Allocations cont'd

Component	ORAL				Virtual Only	
	Total	In-Person	Virtual		Rounds	Posters
Men's Health	4	2	2		0	1
Mental Health	22	11	11		2	8
Occupational Health Safety	7	3	4		3	8
Oral Health	5	2	3		0	4
Peace Caucus	2	1	1		0	0
Pharmacy	3	1	2		1	1
PHEHP	54	27	27		4	10
Physical Activity	7	3	4		0	2
Podiatric Health	2	1	1		0	0
Public Health Nursing	12	6	6		3	4
Public Health Social Work	5	2	3		3	1
School Health Education & Services	8	4	4		0	6
Sexual and Reproductive Health	16	8	8		4	5
Socialist Caucus	3	2	1		0	0
Spirit 1848	8	4	4		0	1
Student Assembly	11	5	6		4	9
Trade & Health Forum	2	1	1		0	0
Veterans Caucus	2	1	1		0	2
Veterinary	2	1	1		0	1
Vision Care	2	1	1		0	1
Women's Caucus	8	4	4		0	5

Invited Speaker Pass Allocations

SECTIONS:

• Aging and Public Health	6	• HIV/AIDS	10
• Alcohol, Tobacco & Other Drugs	10	• Injury Control & Emergency Health Services	5
• Applied Public Health Statistics	4	• Integrative, Complementary and Traditional Health Practices	2
• Chiropractic Health Care	2	• International Health	15
• Community Health Planning and Policy Development	17	• Law	2
• Community Health Workers	4	• Maternal & Child Health	13
• Disability	3	• Medical Care	9
• Environment Health Section	9	• Mental Health	7
• Epidemiology	15	• Occupational Health & Safety	6
• Ethics	3	• Oral Health	3
• Food & Nutrition	9	• Pharmacy	3
• Health Administration	10	• Physical Activity	4
• Health Informatics Information Technology	5	• Foot & Ankle	2

Invited Speaker Pass Allocations cont'd

SECTIONS cont'd:

• Sexual and Reproductive Health	8	• Academic and Practice Linkages in	3
• Public Health Education & Health Promotion	19	• Public Health Caucus	
• Public Health Nursing	8	• Asian Pacific Islander	3
• Public Health Social Work	3	• Black Caucus	3
• School Health Education & Services	4	• Caucus on Homelessness	2
• Vision Care	2	• Caucus on Public Health & Faith Community	2
		• Caucus on Refugee and Immigrant Health	2

SPIGs:

• Veterinary	2	• Community-based Public Hospital Caucus	3
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CAUCUSES:

• American Indian, Alaska Native & Native Hawaiian Caucus	2	• Family Violence Prevention	2
		• Latino Caucus	3
		• LGBTQ Health Caucus	3
		• Men's Health Caucus	3

Invited Speaker Pass Allocations cont'd

CAUCUSES cont'd:

- | | |
|---------------------------|---|
| • Peace Caucus | 2 |
| • Socialist Caucus | 3 |
| • Spirit 1848 | 5 |
| • Veteran's Health Caucus | 2 |
| • Women's Caucus | 5 |

FORUMS:

- | | |
|------------------------|---|
| • Cancer Forum | 1 |
| • Breastfeeding | 5 |
| • Genomics | 1 |
| • Trade & Health Forum | 1 |

APHA:

- | | |
|-------------------------------|---|
| • Committee on Women's Rights | 2 |
| • Student Assembly | 2 |

Section VII

Continuing Education

Continuing Education Information

Information on APHA's accreditation/CE approval process can be found at [program planners only webpage](#).

About APHA

The American Public Health Association champions the health of all people and all communities. We strengthen the public health profession, promote best practices and share the latest public health research and information. We are the only organization that combines a nearly 150-year perspective, a broad-based member community and the ability to influence policy to improve the public's health. Learn more at www.apha.org.



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