

## CSTE Position Statement Submitting Author Responsibilities

### BEFORE POSITION STATEMENT SUBMISSION

- Login to [www.cste.org](http://www.cste.org) to confirm Active Membership status. Renew membership/join CSTE if necessary.
- Review past versions of position statement (if applicable)
- Request editable version of appropriate position statement (PS) template by emailing the National Office at [positionstatements@cste.org](mailto:positionstatements@cste.org).
- Identify STLT and federal SMEs to contribute to PS discussions
- Lead discussions and writing of position statement
  - NEW: Complete Technical Supplement
  - NEW: Complete NNC Recommendation Statement (if applicable)
- Vet position statement with appropriate CSTE Steering Committee(s), Subcommittee(s), and other stakeholders
- Submit position statement to [positionstatements@cste.org](mailto:positionstatements@cste.org) by **March 15, 2018**
- NEW: Submit Technical Supplement to [positionstatements@cste.org](mailto:positionstatements@cste.org) by **April 26, 2018**

### BEFORE CSTE ANNUAL CONFERENCE

- Participate in discussions with appropriate Steering Committee Chair regarding edits if needed
- Participate in at least ONE position statement discussion webinar (to be hosted in May 2018) as scheduled by the CSTE National Office
- If cannot attend the CSTE Annual Conference, identify an Active Member author to participate in all position statement-related conference activities

### AT CSTE ANNUAL CONFERENCE

- Attend and lead discussion at appropriate Steering Committee roundtable(s) if needed
- Attend and lead discussion at appropriate Steering Committee voting session(s)
- Make any necessary edits to position statement at onsite Business Office
- Attend and lead discussion at the CSTE Business Meeting

### AFTER ANNUAL CONFERENCE

- NEW: For conditions added to/updated on the NNC List, work with CDC NNDSS team to ensure correct interpretation of case definition.
- Follow-up on responses as needed after receipt of responses to approved PS's.