CSTE Position Statement
Submitting Author Responsibilities

BEFORE POSITION STATEMENT SUBMISSION

☐ Login to 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.
☐ 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 by March 15, 2018
☐ NEW: Submit Technical Supplement to 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.