CSTE Position Statement
Submitting and Presenting Author Responsibilities

Electronic signature due within one week of template request.

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; see Position Statement Archive)
☐ Request editable version of appropriate position statement (PS) template by filling out template request form
☐ Review template instructions in their entirety
☐ Identify STLT and federal SMEs (including primary SME) to contribute to PS discussions
  ☐ Submit list to CSTE within 2 weeks of template request
☐ Lead discussions and writing of position statement
  ☐ Complete Technical Supplement
  ☐ Complete NNC Recommendation Statement (if applicable)
  ☐ For new NNCs, coordinate with federal SMEs to submit completed CSTE Case Notification Request (CNR) Statement (download link)
☐ Vet position statement with appropriate CSTE Steering Committee(s), Subcommittee(s), and other stakeholders
☐ Submit position statement to positionstatements@cste.org by March 30, 2023

BEFORE CSTE ANNUAL CONFERENCE

☐ If cannot attend the CSTE Annual Conference (June 25-29, 2023), identify an Active Member author to participate in all position statement-related conference activities as Presenting Author
☐ Participate in discussions with appropriate Steering Committee Chair regarding edits if needed
☐ Participate in and present during at least ONE position statement discussion webinar (to be hosted in May/June 2023) as scheduled by the CSTE National Office
☐ Address/incorporate membership feedback and concerns

AT CSTE ANNUAL CONFERENCE

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

AFTER ANNUAL CONFERENCE

☐ Collaborate with National Office during final technical review
☐ Work with CDC DHIS team to ensure correct interpretation of case definition for NNDSS purposes
☐ Follow-up on responses as needed after receipt of responses to approved PS’s

Submitting and Presenting Author Acknowledgement:
I have reviewed and understand all responsibilities expected of the submitting author listed above.

______________________________ (electronic signature)         _________ (date)