CSTE Position Statement
Submitting 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)
☐ Request editable version of appropriate position statement (PS) template by filling out template request form
☐ 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)
☐ Vet position statement with appropriate CSTE Steering Committee(s), Subcommittee(s), and other stakeholders
☐ Submit position statement to positionstatements@cste.org by April 2, 2020

**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 and June 2020) as scheduled by the CSTE National Office
☐ Address/incorporate membership feedback and concerns
☐ 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 Position Statement Office
☐ Attend 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 Author Acknowledgement:
I have reviewed and understand all responsibilities expected of the submitting author listed above.

______________________________ (electronic signature)   _________ (date)