

## CSTE Position Statement Submitting Author Responsibilities

*Electronic signature due within one week of template request.*

### 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 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](mailto: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)