



# IEHA 2016 Fall Conference Abstract Submission Guidelines

## IMPORTANT DATES

July 1:	Abstracts Due
August 15:	Presenters are Notified
August 31:	Speaker Commitments Due/Speaker Withdrawal Deadline
Oct. 18-19	2016 Conference

### *Who should submit an abstract?*

Local public health professionals and others working in the field of environmental health are strongly encouraged to submit abstracts. The success of our conference depends on you! The Conference Planning Committee will review abstracts for timeliness, relevance of topic, and potential to contribute to a well-balanced program. IEHA membership is not required.

### *Who is the target audience?*

The target audience for the Fall conference is environmental health professionals. Abstract proposals are solicited for sessions that are interactive as well as scientific presentations that promote audience discussion. An abstract submission provides an opportunity for those engaged at all levels and settings of public health and environmental health to reach professionals in the public environmental health professional community. Authors are encouraged to submit abstracts on current and emerging public health issues and innovative approaches and programming.

### *What is the deadline?*

Abstracts for presentations at the 2016 Fall Conference should be sent to Eric Bradley, [eric.bradley@scottcountyiowa.com](mailto:eric.bradley@scottcountyiowa.com), or mailed to Eric at Scott county Health Dept., 600 W. 4<sup>th</sup> St., Davenport, IA 52801 by **July 1 at 11:59 p.m.** Central Standard Time. Proposals that are incomplete, late or submitted in an inappropriate format will not be considered.

### *When will I be notified if my proposal has been accepted?*

Letters of acceptance will be sent via email by July 15, and approved presenters will be given a tentative presentation date and time and information about registration. All abstract submitters will receive a formal communication regarding abstract approval status. All speakers are required to register for the conference. Response to the invitation is required no later than **August 1 at 11:59 p.m.**

Central Standard Time by contacting Eric Bradley at [eric.bradley@scottcountyiowa.com](mailto:eric.bradley@scottcountyiowa.com).

### *Changes/Withdrawals*

Withdrawal or change of an accepted abstract must be made no later than August 1 by contacting Eric Bradley at [eric.bradley@scottcountyiowa.com](mailto:eric.bradley@scottcountyiowa.com). A member of the conference committee will be in touch with all speakers to verify abstract accuracy before final conference materials are published.

## ABSTRACT COMPONENTS

### Session Title

The title is not included in the abstract description count; however, titles should not exceed 185 characters and should summarize the content of the abstract.

### Description

Limit the description of the presentation to 250 words and include any of the following:

- Discussion points and/or brief summary
- Background, Methods, Results and Conclusions
- Limit the use of acronyms and spell out organization names

### Speaker Information

Sessions may include up to three presenters. Identify one presenter to serve as the point of contact. The following information should be provided for each speaker.

- Name
- Address
- Phone
- Email
- Website

### Presentation Objectives

Identify at least two objectives of the presentation. Objectives should describe the participant's behavior using a measureable action word and should describe the expected result (what you want the participant to gain from your session). Examples of measureable action words include: Recognize, Construct, Evaluate, Prioritize, Articulate, Identify, Analyze, Describe, Develop, Create, Apply, Define, Discuss, and Assess.

- Example:      At the conclusion of the session, the participant will be able to:
1. List three indicators of holding time violations in a restaurant inspection.
  2. Articulate the initial steps for assessing potential food-borne illness outbreak investigations.
  3. Describe 3 core components of public health.

### Presentation Time/Date

Indicate a first and second preference for presenting, or if you have no preference.

#### *First Preference*

- ☐ Wednesday, October 18 AM
- ☐ Wednesday, October 18 PM
- ☐ Thursday, October 19 AM
- ☐ Thursday, October 19 PM
- ☐ No Preference

#### *Second Preference*

- ☐ Wednesday, October 18 AM
- ☐ Wednesday, October 18 PM
- ☐ Thursday, October 19 AM
- ☐ Thursday, October 19 PM
- ☐ No Preference

### Conflict of Interest

A conflict of interest includes any significant financial interest in a company, product, or procedure that is mentioned in an abstract or presentation to be given at the meeting. If the presenter feels that such a conflict exists, the speaker should indicate a conflict of interest when submitting their abstract. A conflict of interest does not automatically exclude a proposal from being accepted. The committee will weigh it against other merits of the proposal and the nature of the conflict of interest.

### Presentation Format

Indicate a preferred format of presentation: oral presentation, panel discussion, or other.

## Abstract Evaluation

The Conference Planning Committee will evaluate each abstract proposal on the following guidelines:

1. All components of the abstract are included.
2. The subject matter is pertinent to the conference audience.
3. Objectives are clearly stated.
4. The program can be applied in a practical public health setting and is useful to practicing public health workers, educators, researches, students or the academic community.
5. The abstract clearly outlines what the presentation is about, such as project type, target audience, and setting.
6. There is absence of bias related to a significant financial interest or affiliation with an organization or institution whose products or services are being discussed in a session.

## Questions

Please contact Eric Bradley at [eric.bradley@scottcountyiowa.com](mailto:eric.bradley@scottcountyiowa.com) or 563-326-8618, x.8811