

HOW TO SUBMIT AN ABSTRACT

APHA's 2020 Annual Meeting & Expo
Oct. 24-28 • San Francisco, CA



AMERICAN PUBLIC HEALTH ASSOCIATION

For science. For action. For health.

GENERAL INFORMATION

- **SUBMISSION DEADLINES:** **Feb. 20 2020.**
- **REGISTRATION AND MEMBERSHIP:**
 - Abstract submitters **do not** have to be APHA members. Anyone can submit.
 - If your abstract is accepted, **you must** be/become an APHA member and register for the Annual Meeting to present.
- **PENALTIES:** Presenters who fail to show up for their presentation without notifying the program planner will not be permitted to present papers or posters at any APHA-sponsored meeting for two years following the "no-show."
- **PUBLICATION EMBARGO:** Abstracts submitted and accepted to the meeting may not be presented at any other meeting or published prior to **Oct. 24, 2020.**
- Presenting authors are not allowed to present **more than 3 abstracts.** Co-authors may be listed on multiple abstracts.
- Presenters whose abstracts were accepted for presentation but subsequently withdrawn two or more times within the last five years may not be considered.

LET'S GET STARTED

1. Go to <https://apha.confex.com/apha/2020/cfp.cgi>.
2. Before you submit any information, review the rules and regulations and abstract requirements at the top of the page.
3. APHA suggests that you type your abstract in Microsoft Word first. This gives you time to play around with wording and spellcheck before you officially submit. Abstracts should be 250 words or less unless otherwise indicated.
4. When you begin the submission process you will receive an email with your **abstract ID** and **password**. Keep this log-in information handy. You can log back in at anytime to work on your abstract. You do not have to complete your abstract at this time.

SELECT A PROGRAM

Each of APHA's member groups has their own program with an individual Call for Abstracts. You must submit an abstract to **one** of the programs.

1. Scroll down to see a list of all the programs.
2. If you aren't sure which group you belong to consider searching the [list of topics](#)
3. **You can not submit the same abstract to more than one program. Duplicate abstracts will not be accepted.**
4. Click the name of the program to begin submitting your abstract.
5. You are now on the Call for Abstracts' page for that program.
 - a) Review the specific Call for Abstracts' information.
6. Click **Start Abstract Submission** at the bottom of the page.

SELECT A TOPIC

STEP 1

Select one of the topic areas created by the program. This helps program planners determine how to match your abstract with similar abstracts. Hit **Save and Continue**.

Abstract Submission ID: 454743 Show Password ?

<input checked="" type="checkbox"/> Topic	<input checked="" type="checkbox"/> Title	<input checked="" type="checkbox"/> Learning Area(s)	<input checked="" type="checkbox"/> Health Indicator(s)	<input checked="" type="checkbox"/> Learning Outcome(s)	<input type="checkbox"/> Author(s)	<input type="checkbox"/> Disclosure	<input type="checkbox"/> Abstract Text	<input type="checkbox"/> Confirmation
<input type="radio"/> Inter-generational issues relevant to aging								
<input type="radio"/> International health and aging								
<input type="radio"/> Medicare/Medicaid policy relevant to aging								
<input type="radio"/> Multiple chronic conditions and aging								
<input type="radio"/> Nutrition and aging / food insecurity								
<input checked="" type="radio"/> Older adults and disability								
<input type="radio"/> Other aging-related issues								
<input type="radio"/> Palliative care, advance care planning, and end-of-life issues								
<input type="radio"/> Physical activity in aging								
<input type="radio"/> Public health ethics in aging								
<input type="radio"/> Public health law and policy in aging								
<input type="radio"/> Rural health in aging								
<input type="radio"/> Sensory issues in aging (Vision, hearing, taste, smell)								
<input type="radio"/> Social networks, social support, and social care provision in aging								
<input type="radio"/> Successful aging and quality of life								
<input type="radio"/> Technology and aging								
<input type="radio"/> Translating aging research into practice								
<input type="radio"/> Women's health issues in aging								
<input type="radio"/> Workforce development and aging								

Save And Continue

TITLE/PRESENTATION FORMAT



STEP 2

Fill in your title, email address, preferred presentation format and any additional applicable information. Follow the instructions on how to properly write your title.

Abstract Submission ID: 454743 Show Password ? [User Profile]

Topic Title Learning Area(s) Health Indicator(s) Learning Outcome(s) Author(s) Disclosure Abstract Text Confirmation

Abstract Title

Title should be case sentence. For example "Access to health information in underserved communities in rural Mississippi: A web-based experiment"

test submission

Submitter Email

donna.wright@apha.org

Preferred Presentation Format

Abstracts can be presented in three formats:

Oral presentation – A formal panel presentation

Roundtable presentation – Small group discussion of a presenters work

Poster presentation – A visual representation of the abstract

Note: There are a limited number of slots for oral presentations at the Annual Meeting. If you select "Oral only" your paper may be rejected if no spots are available. Roundtable formats are limited and not guaranteed. You can request a roundtable format below in the "Comments to Organizers" box.

- Oral Only
- Oral Preferred
- Poster Only
- No Preference

OPTIONAL ENTRIES



STEP 2 - continued

Scroll down the page and fill in the applicable boxes and click **save**.

Abstract Submission ID: 454743 Show Password ?

Topic Title Learning Area(s) Health Indicator(s) Learning Outcome(s) Author(s) Disclosure Abstract Text Confirmation

External Funding

If the content of your presentation received **external funding**, please state the **funding source**. Leave this box **blank**, if you have nothing to report.

Target Audiences

The purpose of the abstract/paper should meet the needs of a target audience. APHA's annual meeting as a whole targets public health professionals. If there is a specific audience of public health professionals that would be especially interested by the research to be presented, indicate who that population is. NOTE: Consider the target audience as a "highlighted" segment of the general public health professional population, not a limitation on it. (For example, "CHES working with teenage mothers", "physicians involved in HIV/AIDS policymaking", "social workers counseling families of cancer patients").

Keyword 1

Required.

Keyword 2

Optional. Do not re-enter Keyword 1.

Primary Geographic Focus Of The Program Or Study: Research State

if applicable

Primary Geographic Focus Of The Program Or Study: Research Country

if applicable

OPTIONAL ENTRIES

STEP 2 – continued

☰ Abstract Submission ID: 454743 Show Password ? [User Icon] [Dropdown Arrow]

☑ Topic ☑ Title ☑ Learning Area(s) ☑ Health Indicator(s) ➔ Learning Outcome(s) - Author(s) - Disclosure - Abstract Text - Confirmation

Presenting author is a new investigator (within 5 years of terminal degree)

- Yes
- No

First-time presenter at APHA

- Yes
- No

The work described in this abstract was performed by the primary author as part of a student program

- Yes
- No

Consider this paper for the following award:

- Yes
- No

Award Display

If Presenter Is A Student, Please Provide The Following:

University or College and name of degree program

OPTIONAL ENTRIES

STEP 2 – continued

☰ Abstract Submission ID: 454743 Show Password ⓘ [User Icon] [Dropdown Arrow]

✓ Topic	✓ Title	✓ Learning Area(s)	✓ Health Indicator(s)	➔ Learning Outcome(s)	– Author(s)	– Disclosure	– Abstract Text	– Confirmation
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Comments To Organizers

Optional. Use this section to leave a message to the organizers such as nonstandard keywords, special needs, round table requests, "group with other paper", related reading/reference (include the abstract ID of the other paper).

Off-Label/Investigational Product Use

If your presentation includes any discussion of **unlabeled use of a product** or of a **product under investigational use**, please describe that use in the box below.
Leave this box **blank**, if you have nothing to report.

Related Web Page

You may enter here the URL of a web page related to the work described in this abstract, if applicable.

LEARNING AREAS



STEP 3

Select up to six learning areas that apply. These learning areas are important for providing continuing education credits for your session. Once complete, click **Save and Continue**.

☰ Abstract Submission ID: 454743 Show Password ? [dropdown]

☑ Topic ☑ Title ➔ Learning Area(s) ⌵ Health Indicator(s) ⌵ Learning Outcome(s) ⌵ Author(s) ⌵ Disclosure ⌵ Abstract Text ⌵ Confirmation

You May Select Up To 6 Learning Areas

All continuing education learning content must be of sound science or professional practice and serve to maintain, develop or increase the knowledge, skills and professional competence of the health professional. Learning content should be evidence-based if available.

Important! If you have any questions about the Learning Area(s) selection in this particular step only, please contact [Mighty Fine](#), but we strongly recommend you to select at least one Learning Area and continue with your submission while waiting for the reply. You can access your abstract submission and modify the selection at anytime before the deadline.

- Administer health education strategies, interventions and programs
- Administration, management, leadership
- Advocacy for health and health education
- Assessment of individual and community needs for health education
- Basic medical science applied in public health
- Biostatistics, economics
- Chronic disease management and prevention
- Clinical medicine applied in public health
- Communication and informatics
- Conduct evaluation related to programs, research, and other areas of practice
- Diversity and culture
- Environmental health sciences
- Epidemiology
- Ethics, professional and legal requirements
- Implementation of health education strategies, interventions and programs
- Occupational health and safety
- Other professions or practice related to public health
- Planning of health education strategies, interventions, and programs
- Program planning
- Protection of the public in relation to communicable diseases including prevention or control
- Provision of health care to the public
- Public health administration or related administration
- Public health biology
- Public health or related education
- Public health or related laws, regulations, standards, or guidelines
- Public health or related nursing
- Public health or related organizational policy, standards, or other guidelines
- Public health or related public policy
- Public health or related research
- Social and behavioral sciences
- Systems thinking models (conceptual and theoretical models), applications related to public health

Save And Continue

Health Indicator(s)



STEP 4

Select up to three of the leading health indicators that best addresses your abstract and click Save.

Abstract Submission ID: 454743 Show Password ?

Topic Title Learning Area(s) **Health Indicator(s)** Learning Outcome(s) Author(s) Disclosure Abstract Text Confirmation

Health Indicators

In an effort to assist the Executive Board as they monitor the Association's mission to create the healthiest nation in one generation, we ask that you note which of the following leading health indicators your proposed abstract addresses. (Please choose a maximum of three)

- Access to Care
- Access to community-based resources (e.g., support of community living, opportunities for recreational and leisure-time activities)
- Access to economic opportunities
- Access to educational opportunities
- Access to job opportunities
- Access to resources for daily needs (e.g., safe housing, local food markets)
- Educational Achievement (e.g., quality of education)
- Equality
- Equity
- Gender equality
- Housing (e.g., residential segregation, quality of housing)
- Human Rights
- Justice (e.g., criminal and civil systems, environmental and voting)
- Place matters/geographic location (e.g. Exposure to crime, violence, social disorder, zip code counts, infrastructure (physical), broadband)
- Public Safety
- Social determinants of health
- Social norms and attitudes (e.g. discrimination, racism, and distrust of government)
- Social support (e.g. family, friends, community connectivity)
- Socioeconomic conditions (e.g., Exposure to concentrated poverty and the stressful conditions that accompany it)
- Transportation options

Save

Learning Outcomes



STEP 5

Write out one to three measurable learning outcomes (1 per box). Each outcome must start with one of the pre-determined verbs provided in order to be Continuing Education (CE) compliant and considered for presentation. Click **Save**.

Abstract Submission ID: 454743 Show Password ? [User Icon] [Dropdown]

✓ Topic ✓ Title ✓ Learning Area(s) ✓ Health Indicator(s) → Learning Outcome(s) - Author(s) - Disclosure - Abstract Text - Confirmation

Learning Outcomes For Test Submission

Please enter one Learning Outcome per box.

Do not number the Learning Outcomes.
Do not start your learning outcome with the number, bullet, asterisk or any other special characters!
Do not put your abstract text or URLs in this field. Learning outcomes will not be included in the abstract word count.
Do not use the terms learn or understand.

See [Detailed Guidelines](#) before filling out the boxes.

Please enter from 1 to 3 Learning Outcomes below.

Learning Outcomes must begin with one of the following words: Analyze, Assess, Compare, Define, Demonstrate, Describe, Design, Differentiate, Discuss, Evaluate, Explain, Formulate, Identify, List and Name.

* Objective 1: After attending this abstract, the attendees will be able to...:

Delete

Add Another Objective

Save

AUTHOR(S)



STEP 6

Add an author by putting in the last name and/or email address to see if the author is in the database and click **Search**.

Abstract Submission ID: 454743 Show Password ? [User Icon] [Dropdown]

Topic Title Learning Area(s) Health Indicator(s) Learning Outcome(s) **Author(s)** Disclosure Abstract Text Confirmation

Search For A Person

Before adding a new name, search the database to see if that name and contact information have already been entered.

The search is not case sensitive and returns only exact matches.

Do not use wildcard characters such as *.

You may use accented characters but it is not necessary to do so.

If the name is not found, enter it in the data entry form that appears next.

First Name: Match "Like" Starts with

Last Name: Match "Like" Starts with

Email Address: Match "Like" Starts with

Role:

Award Recipient

Author

Search

AUTHOR(S)



STEP 6 - continued

If name is not found, click the radial button next to the option “Not Found – Enter a new name” and click Select.”

Search Results

Please select the appropriate name from the list below, or select "Name Not Found".

- Quetzalín Domínguez-Quesney, donna.wright@apha.org - Centro de Investigación en Alimentación y Desarrollo A. C., Departamento de Nutrición Pública y Salud., Mexico
- Godwin Higa, donna.wright@apha.org - Trauma Informed Community School at Cherokee Point Elementary(Retired)
- Godwin Jones, donna.wright@apha.org - APHA
- Tilman A. Ruff, MBBS, AM, donna.wright@apha.org - International Physicians for the Prevention of Nuclear War, Australia
- Speaker TBA, donna.wright@apha.org -
- Linda Villarosa, Masters in Journalism, donna.wright@apha.org - New York Times Magazine
- Donna Wright, donna.wright@apha.org - APHA
- Not Found - Enter a new name

Note: You may view and change this person's affiliation information on the next step by choosing "Select and Edit".

Select

Select And Edit

DISCLOSURE



STEP 7

Only one individual can present and be listed as the presenter. The presenter needs to complete a Conflict of Interest Disclosure Form before moving on. Click the **Not Completed** link under relationship to finish this step. Continue to the next step.

☰ Abstract Submission ID: 454743 Show Password ? [User Icon] [Dropdown Arrow]

☑ Topic ☑ Title ☑ Learning Area(s) ☑ Health Indicator(s) ☑ Learning Outcome(s) ☑ Author(s) ➔ Disclosure - Abstract Text - Confirmation

APHA Conflict Of Interest Disclosure Form

To ensure that all APHA sessions and APHA-LI faculty are capable of delivering content in a manner that will provide attendees/learners with an educational experience of the highest caliber, all Presenters, Organizers, Moderators, Discussants and faculty members must complete the APHA Conflict of Interest Disclosure Form which includes a Biographical Qualification Statement.

Failure to submit this form by the deadline will result in automatic withdrawal of your submission.

Click on the hyperlink in the "Relationships" column to add or edit a form.

Person	Role	Relationships?	Email Reminder
Donna Wright	Presenter	Not Completed	Send Email

ABSTRACT TEXT



STEP 8

1. Abstracts are 250 words or less unless otherwise indicated.
2. Do not repeat any of the information you have already provided such as learning outcomes.
3. Do not include trade or brand names in your abstract.
4. Click **Save and Continue**.

Abstract Submission ID: 454743 Show Password

Topic Title Learning Area(s) Health Indicator(s) Learning Outcome(s) Author(s) Disclosure **Abstract Text** Confirmation

Click here to show/hide instructions.
Abstract Guidelines

IMPORTANT!
DO NOT include in your abstract:
Abstract title
Presenter/co-author(s) name(s)
Trade or brand name(s)
DO NOT start your abstract with the word 'Abstract'.
DO NOT capitalize the abstract headers if you are using ones.
To submit your text, copy it from your document and paste it into the box below.

0 words entered. You may not exceed 250.

You may copy and paste formatted text from your word processor. Use Ctrl-V to paste.

Save And Continue

CONFIRMATION



STEP 9

The last step is a confirmation page. If you would like to print the page for your records, there is a print button at the bottom of the page.

Abstract Submission ID: 454716 Show Password ?

Learning Area(s) Health Indicator(s) Learning Outcome(s) Author(s) Disclosure Abstract Text Confirmation

Receipt of this notice does not guarantee that your submission is free of errors.

If necessary, you can make changes to your abstract submission before the deadline of **Thursday, February 20, 2020**

Click an appropriate step link in the Abstract Control Panel.

Edit the information and click the Save button. Saved changes that you make will be reflected instantly. You do not need to go through all of the submission steps in order to change one thing.

To access your submission in the future, use the direct link to your abstract submission from one of the automatic confirmation emails that were sent to you during the submission.

Or point your browser to </apha/reminder.cgi> to have that URL mailed to you again. Your username/password are 454716/891627.

When you have completed your submission, you may close this browser window.

Print This Page

FINISHING THE PROCESS



Your Abstract Submission Has Been Received

Donna's Test

Donna Wright, APHA, Washington, DC

1. When your abstract is complete the task bar at the top of the page will all be in blue and the page will say “Your Abstract Submission Has Been Received.” Below this information is a review of your submission. **APHA will not accept incomplete abstracts.**
2. You may come back at anytime before the deadline to update your abstract by clicking the URL in your confirmation email. To make changes click on the item you wish to change in the task bar at the top of the page.
3. Share your confirmation email with any colleagues who may need to log in and update any information.
4. You will receive an email on **Monday, June 1** with the status of your abstract.

QUESTIONS? COMMENTS?

- If you have suggestions to improve the call for abstract process you can leave a [comment](#).
- For technical questions or problems contact [technical support](#).
- For program specific questions, you can find the program planners contact information on the call for abstracts general page under the program name - <https://apha.confex.com/apha/2020/cfp.cgi>.
- For general call for abstract questions contact presenters@apha.org.
- For more about the Annual Meeting visit www.apha.org/annualmeeting.

Thank you for submitting an abstract to **APHA 2020!**

ABOUT APHA

The American Public Health Association champions the health of all people and all communities. We strengthen the profession of public health, promote best practices and share the latest public health research and information. We are the only organization that influences federal policy, has a 140-plus year perspective and brings together members from all fields of public health. Learn more at www.apha.org.



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