



# IEHA 2020 Fall Conference Abstract Submission Guidelines

## **IMPORTANT DATES**

July 10:	Abstracts Due
July 31:	Presenters are Notified
August 14:	Speaker Commitments Due/Speaker Withdrawal Deadline
Oct. 14-15	2020 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 2020 Fall Conference should be sent to Sandy Bubke at [mocoenvr@mononacounty.org](mailto:mocoenvr@mononacounty.org), or mailed to Sandy at Monona County Health Dept, 610 Iowa Ave, Onawa, IA 51040, by **July 10 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 31, 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. Response to the invitation is required no later than **August 14 at 11:59 p.m. Central Standard Time** by contacting Sandy Bubke at [mocoenvr@mononacounty.org](mailto:mocoenvr@mononacounty.org).

### ***Changes/Withdrawals***

Withdrawal or change of an accepted abstract must be made no later than August 14 by contacting Sandy Bubke at [mocoenvr@mononacounty.org](mailto:mocoenvr@mononacounty.org). A member of the conference committee will be in touch with all speakers to verify abstract accuracy before final conference materials are published.



## ***Conference Registration***

All speakers are required to register for the conference and are responsible for their own transportation and lodging. The conference registration fee will be waived for the day of the scheduled presentation for up to two session presenters.

## **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 measurable action word and should describe the expected result (what you want the participant to gain from your session). Examples of measurable 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.

### **Presentation Time/Date**

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

#### ***First Preference***

\_\_\_\_\_ Wednesday, October 14<sup>rd</sup>, afternoon  
\_\_\_\_\_ Thursday, October 15<sup>th</sup>, morning  
\_\_\_\_\_ Thursday, October 15<sup>th</sup> afternoon  
\_\_\_\_\_ No Preference

#### ***Second Preference***

\_\_\_ Wednesday, October 14<sup>rd</sup>, afternoon  
\_\_\_ Thursday, October 15<sup>th</sup>, morning  
\_\_\_ Thursday, October 15<sup>th</sup>, afternoon  
\_\_\_ 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, researchers, 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 Sandy Bubke at [mocoenvr@mononacounty.org](mailto:mocoenvr@mononacounty.org), or at 712-433-3400.