

### 2014 ISDS Conference Overview

Philadelphia, PA
December 10-11, 2014
http://www.syndromic.org/annual-conference/2014-isds-conference

Zachary Faigen, Pre-Conference Planning Committee Chair Ian Painter, Conference Scientific Program Committee Co-chair José Lojo, Conference Scientific Program Committee Co-chair

## Presentation Overview



- Dates
- Abstract Submission Types
- Q&A
- Tutorial on online submission process
- Final Q & A

## Conference Deadlines



- September
  - 3<sup>rd</sup> Abstract Submission Deadline (11:59 EDT)
  - 23<sup>rd</sup> End of Early Conference Registration
- October
  - 8<sup>th</sup> Authors Notified of Acceptance
  - 13<sup>th</sup> Presentation Cancellation Deadline
- November
  - 17<sup>th</sup> Last Day to Book Hotel at Group Rate
  - 17<sup>th</sup> Regular Registration Deadline
- December
  - 9<sup>th</sup> Pre-Conference Trainings
  - 10<sup>th</sup> Conference Day 1
  - 11<sup>th</sup> Conference Day 2
- Check the conference website and your email for upcoming conference announcements:
  - http://www.syndromic.org/annual-conference/2014-isds-conference

# **Abstract Submission Types**



- Oral
- Panel
- Poster
- Roundtable
- Lightning Talk

## Oral & Poster



- Present new work to ISDS community
- Oral presentations: You may indicate one of the secondary presentation type options
- Submissions should include:
  - Title, Objective, Introduction, Methods, Results,
     Conclusions
  - Names & affiliations of authors
  - \*\*Brief bio of intended presenter/lead author
  - \*\* Brief summary to be used in program materials

## **Panel**



- Focus on a specific aspect of the science and/or practice of biosurveillance
- No more than 4 participants and a moderator
- Submissions should include
  - Title, objective, introduction, panel description
  - How moderator will facilitate discussion
  - Names and affiliations of panel presenters and moderator
  - Bios for each panelist and moderator
  - Summary of panel for use in program materials
- # of panel slots and overall panel length TBD

## Roundtable



- <u>Discussion-oriented</u> sessions with up to 3 facilitators
- Submissions must clearly show how sessions will be organized to facilitate discussion, including sample questions
- Submissions should also include title, objective, introduction, description, how the facilitator intends to engage the audience in the discussion, bios and summary
- # of roundtables TBD

# Lightning Talk



- Facilitates the speedy sharing of:
  - Recent research
  - Theory
  - Publications
  - Works-in-progress
  - Projects
  - Applications or experiences
- 5 minutes must be strictly adhered to
- Submissions should include:
  - Title, Objective, Introduction, Methods, Results, Conclusions
  - Names & affiliations of authors
  - \*\*Brief bio of intended presenter/lead author
  - \*\* Brief summary to be used in program materials

# Discipline-specific Themes



- Analytics/Methodologies
- Informatics
- Policy
- Public/population health surveillance practice
- Detailed track descriptions available at <u>http://www.syndromic.org/annual-</u> <u>conference/2014-isds-conference/abstract-</u> submission



## **Tutorial of Online Submission Process**

## Online Submission Process



- http://isds2014.abstractcentral.com/
- Can go ahead and create an account now even if not planning to submit until later
  - If you submitted last year you should be in the system and can use the forgot password link to retrieve your login info
- Read all online instructions!!
- Allow plenty of time for abstract submission (approx. 30 minutes)

## Login Page: http:// isds2014.abstractcentral.com/



ScholarOne Abstracts™ Help



### 2014 ISDS Conference

Public Health Surveillance — Challenges and Solutions for the Road Ahead

Hyatt Regency at Penn's Landing | Philadelphia, PA, USA | December 9th - 11th

**Create An Account** 

Forgot Password



### A Disable Pop Up Blocker

To avoid potential issues, we recommend that you allow pop-ups for this site.

For more information, review the pop-up blocker help or contact ScholarOne Abstracts Support.

Welcome to the International Society for Disease Surveillance Abstract Submission site!

- . If you are logging in for the first time, choose "Create an Account" from the above bar menu. You will create a User ID and Password for direct log in on future visits to the site.
- · USER IDS AND PASSWORDS ARE CASE-SENSITIVE.
- · Returning Users: To view or continue to submit an abstract, please log in with your User ID and Password.
- · Submission begins May 27, 2014 at 9:00 AM EDT.
- Submission deadline is September 3, 2014 at 11:59 PM EDT.
- · Notifications will be emailed by October 8, 2014. If you do not receive your notification by October 10, 2014, please contact Tera Reynolds at conference@syndromic.org.

Log In	Create An Account
User ID	
Remember User	ID
Log In Forgot F	Password

## Submission





To submit an abstract, choose the "Submission" Edit tab in the above area.

If you do not see the "Submission" tab, go to the menu in the upper right-hand corner of your screen, select your name, then the "General Information" link. Please select the "Oral, Poster, or Lightning Abstract Submission" role and/or "Panel or Roundtable Abstracts Submission" role in "Step 3: Access."

### Contact Information

Tera Reynolds	conference@syndromic.org	
The phone name	617-779-0880	
Web	http://www.syndromic.org ☑	

Welcome to the International Society for Disease Surveillance
Abstract Submission Site



Welcome

Submission \*

Review \*

Decision

Session \*

Admin



### View Submissions

### Instructions for Authors

### **Creating and Viewing Submissions**

- · There are several steps to submitting an abstract.
- There are two abstract submission roles this year: (1) Oral, Poster, or Lightning Abstract Submission, and (2) Panel or Roundtable Abstract Submission.
  - If you would like to submit an abstract for oral, poster, or lightning presentation, you need to select the 'Oral, Poster, or Lightning Abstract Submission' role (Upper right-hand corner-> Click on your Name -> In the drop down select Access)
  - If you would like to submit an abstract for panel or roundtable presentation, you need to select the 'Panel or Roundtable Abstract Submission' role (Upper right-hand corner-> Click on your Name -> In the drop down select Access)
- To begin a new submission click the "Submission Tab" from the menu at the top then on the left-hand side click "Create a New Submission".
- · If you have both submission roles, you will be asked to select one of the roles before proceeding.
- · To view or continue editing a submission you started previously, choose "View Submissions."
- · View sample abstracts from 2013:
  - Oral Submission
  - Lightning Talk Submission
  - Poster Submission
  - Panel Submission
  - Roundtable Submission

#### Submission Information

- DEADLINE: The deadline for submissions is Wednesday, September 3, 2014 at 11:59 pm.
- SUBMISSION LIMIT: There is a limit of 6 submissions per author.
- CHARACTER LIMIT: There is a limit of 4810 characters for the text of your submission. The character count includes spaces. You
  will be advised of your character count usage throughout the submission process as you save and move to the next step. Your
  character count is displayed in the green bar at the top of your submission. The character count WILL include title, authors,
  institutions, objectives, introduction, methods, results, conclusions, acknowledgements, references, equations, tables, images, and
  keywords but will not include presenting author brief biographical summaries (bios) or the abstract summary that will be used in the
  conference program.

Please read all provided info

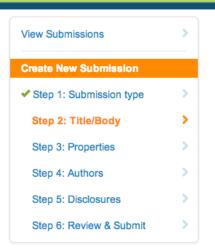
## Submission Roles



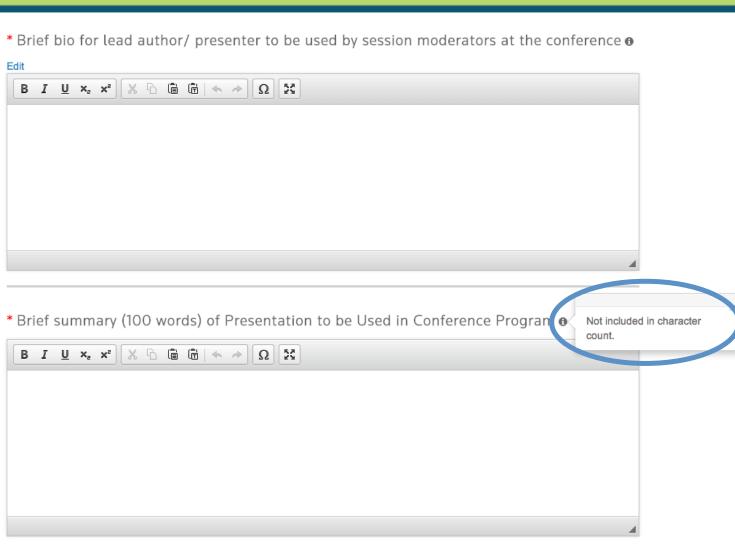


# Summary & Bios



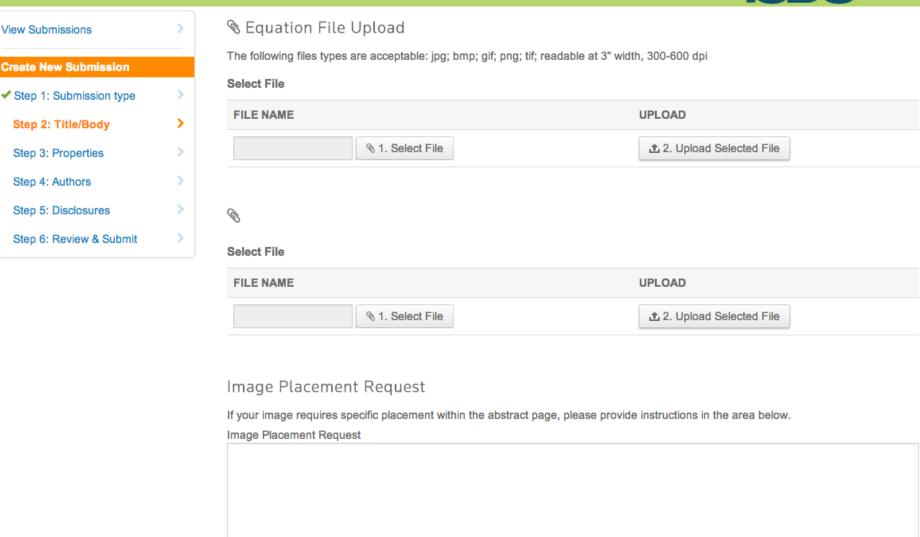


Summary and bio(s) do not count towards abstract character count (4810), but brevity is still expected.



## Equation File Upload & Saving





 For equations that cannot be entered easily in the text

## **Disclosures**



# Create New Submission ✓ Step 1: Submission type Step 2: Title/Body Step 3: Properties Step 4: Authors Step 5: Disclosures Step 6: Review & Submit

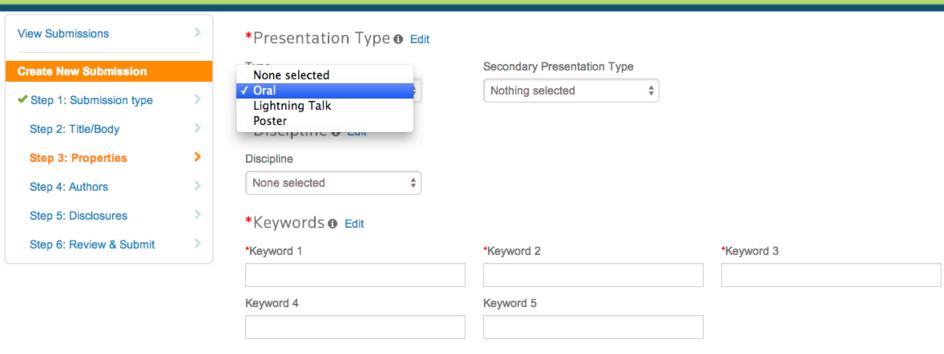
Deadline: Sep 3, 2014 11:59 PM Total Characters: 74 out of 4810 Full Instructions 3 \* = Required Fields \* You must check all three boxes in order to successfully submit your abstract. I, the corresponding author, am authorized by all of my co-authors to submit this paper. □ I, the corresponding author, have received confirmation of intention to attend and present at the 2014 ISDS Conference, should my abstract be accepted, from the presenter(s) listed on my abstract. Any presenter cancellations without replacement are subject to the 'Cancellation Policy' stated on the 'Proof and Submit' step. I, the corresponding author, agree to have my abstract published in the Online Journal of Public Health Informatics (OJPHI) under the Creative Commons Attribution-NonCommercial 3.0 Unported license, allowing third parties to share their work (copy, distribute, transmit) and to adapt it, under the condition that I as the author is given credit, that the work is not used for commercial purposes, and that in the event of reuse or distribution, the terms of this license are made clear. \* I. the corresponding author, agree to have my ISDS Conference presentation slides posted as a pdf on the ISDS website following the conference. (If presentation slide revisions are necessary before posting, please contact Tera Reynolds, ISDS Program Manager, at treynolds@syndromic.org by December 16, 2014.) Yes, you have my permission to post my presentation slides as a PDF on the ISDS website. No, I do not want my presentation slides posted on the ISDS website.

# Type & Category

Search For Keyword

Keyword





Q Search

### **Affiliations**

Track your character count on each step



ID: 2018577

Full Instructions 2



affiliations as they count towards overall word count.

### **Deadline:** Sep 3, 2014 11:59 PM

Step 4: Authors

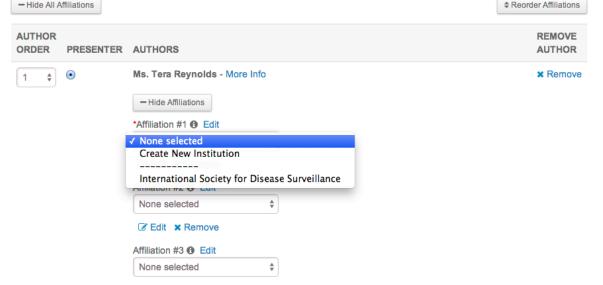
- Adding Authors and Institutions
- To create a list of co-authors for this submission, click the "Add Author" button below.
   Associate each author with their respective affiliation(s).
- When you have finished entering all authors YOU MUST put them in the order they should appear on the abstract in the final
  program. Use the drop-down boxes in the far left column of the list to do this. Failure to properly order the authors will result in them
  being incorrectly listed when the submission is published. After you have reordered the authors, click the "Save" button at the bottom
  of the page.

Total Characters: 74 out of 4810

### Edit

\* = Required Fields

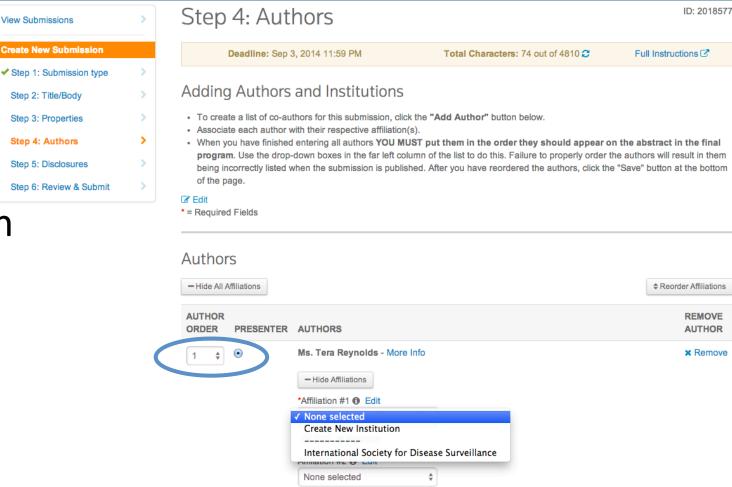
### **Authors**



# Author Order and Affiliation Assignment



Can edit presenter information and author order; also assign affiliations



☐ Edit ★ Remove

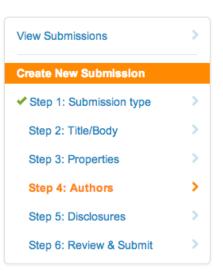
Affiliation #3 Edit

None selected

\*

# **Adding Authors**



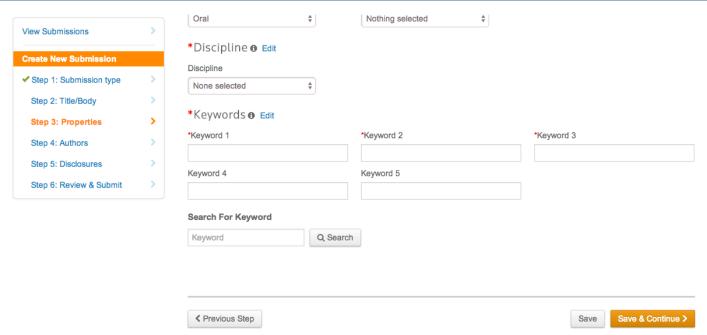


	☑ Edit × Remove		
	Affiliation #3   Edit		
	None selected	\$	
	☑ Edit × Remove		
C Update Author Order	+ & Add Author		
Search for Author to Add			
First/Given Name	Last/Family Name	Author's E-mail	
		Email@Example.com	
Q Search			

# Keywords

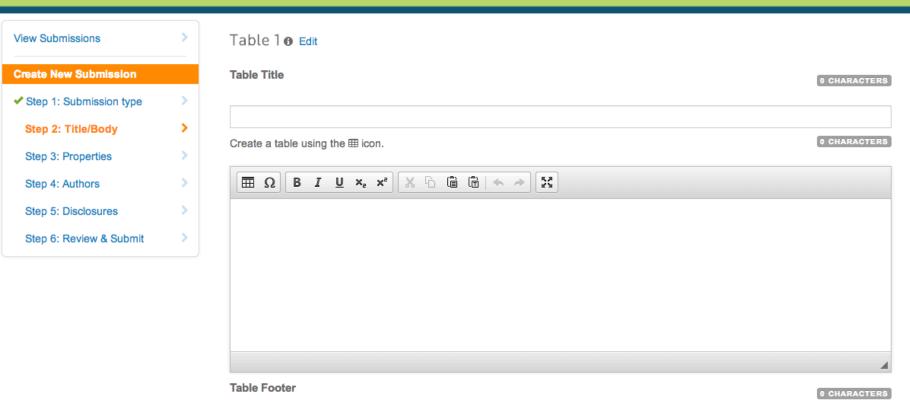


Search for keywords used in the past.



## **Tables**





+ Add Table

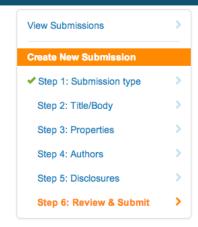
# Images

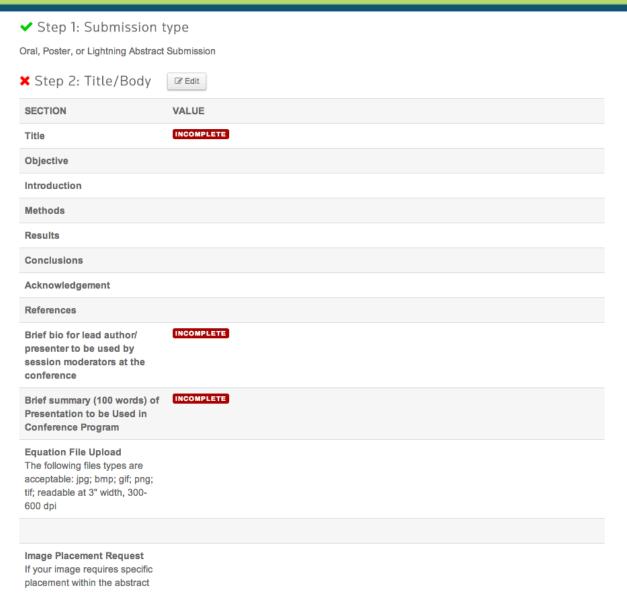


View Submissions	>			li.
Create New Submission		+ Add Table		
✓ Step 1: Submission type	>			
Step 2: Title/Body	>			
Step 3: Properties	>			
Step 4: Authors	>	lmages		
Step 5: Disclosures	>	Choose Image		
Step 6: Review & Submit	>	IMAGE NAME	UPLOAD	
		1. Select Image No image selected.	± 2. Upload Chosen Image	
		Chosen Image(s)		0 CHARACTERS
		no images uploaded		
		✓ Previous Step	Save	Save & Continue >

## **Proof & Submit**

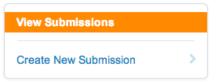






## View Submissions





Can edit a submission up until the deadline (9/3/2014)

proof. If you find errors, return to the appropriate page by clicking on the page name in the left-hand side bar menu to make your corrections.

- NOTIFICATIONS: Notifications will be emailed by October 8, 2014. If you do not receive your notification by October 10th, please contact conference@syndromic.org.
- SUBMISSION OR MEETING QUESTIONS: If you have questions regarding the submission criteria or questions about the meeting, please contact ISDS at conference@syndromic.org.
- TECHNICAL SUPPORT: If you have any difficulty with the submission process, please email ScholarOne Technical Support
  at ts.acsupport@thomson.com or call:

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Toll Free Number (US Only): (888) 503-1050.

ScholarOne Technical Support is available M-F from 3:00 am to 8:30 pm ET. Technical Support can also be reached from anywhere on the site by clicking on the "Get Help Now" button located in the upper right-hand corner of each page.

### Edit

### Drafts

AC	CTION	TITLE	ID	MODIFIED	DEADLINE	TYPE
	dit Draft		2018577	Aug 1, 2014 3:11 PM	Sep 3, 2014 11:59 PM	Oral, Poster, or Lightning Abstract Submission
	View E-mails  Delete		2018583	Jun 9, 2014 12:10 PM	Sep 3, 2014 11:59 PM	Panel or Roundtable Abstract Submission

Must submit your draft by the deadline (9/3/2014) to be eligible for review

# For Questions & Help



### **ISDS**

- Tera Reynolds: <u>treynolds@syndromic.org</u>
- Brooke Evans: bevans@syndromic.org

### **Pre-Conference**

Zachary Faigen: <u>zachary.faigen@maryland.gov</u>

### **Conference**

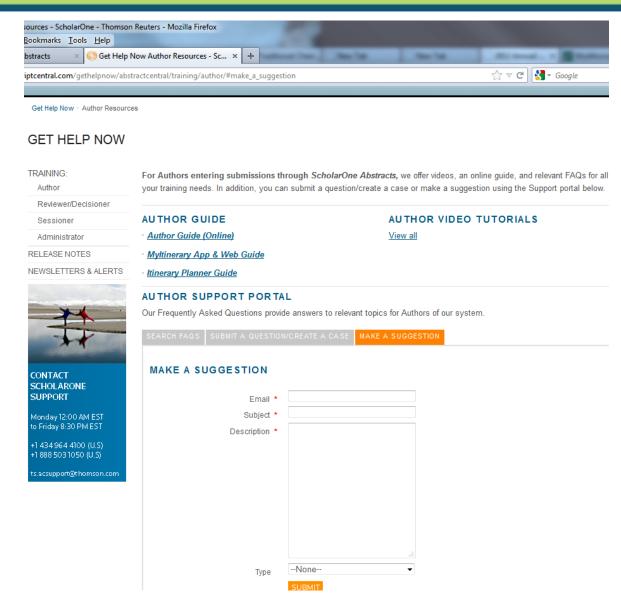
 Ian Painter & Jose Lojo: <u>ian.painter@gmail.com</u>, jose.lojo@phila.gov

ScholarOne: use "Get Help Now" button at top of page

# Suggestions to improve the online abstract submission process



- Get Help
   Now link in
   abstract
   central
- Choose Author Role
- Click on the "Make a Suggestion" Tab



## Final Q & A



Thank you!!

Acknowledgements: Conference Scientific

**Program Committee:** 

http://www.syndromic.org/communities/

conference/2014-scientific-program