### General Information

1. Abstracts must be submitted online per the instructions on page 2.
2. Abstract submissions are open to the public. Membership in IPHA, ICPHA or IEHA is not required.
3. All presenters must register for the Conference and assume responsibility for their own transportation and lodging.
4. If selected, conference registration fee will be waived for the day of the scheduled presentation for up to two concurrent session presenters and up to two presenters per poster session.
6. There is no limit on the number of abstracts registrants may submit. However, authors must be in attendance for their presentations.
7. Audiovisual equipment will be provided.
8. Presenters are asked to submit their presentation as a PDF file by March 27, 2018 to be guaranteed inclusion in the conference app.

### Selection Criteria

1. Abstracts must focus on current and emerging public health issues.
2. Presentation descriptions must be 1500 characters or less, including spaces.
3. Abstracts should be interactive, scientific presentations that use plain language and promote audience discussion.
4. Innovative programs that reach beyond traditional health and environmental circles to collaborate with other disciplines are encouraged.

### Abstract Submission

The Conference Planning Committee will evaluate abstracts submitted for the 2018 Iowa Governor’s Conference on Public Health, for acceptance. Please be sure to follow the Submission Guide and submission instructions carefully; failure to do so may result in rejection.

Abstract submission opens 9.1.17 and must be received no later than 11:59 PM on 10.6.17 via the online application. Receipt of submission will be confirmed via email. All correspondence will be directed to the individual listed as “Speaker 1” through the abstract submission process.

Submit online application (reference items below) at [https://goo.gl/forms/92pKRBxV36qnHp8G2](https://goo.gl/forms/92pKRBxV36qnHp8G2).

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Call for abstracts announced</td>
<td>9.1.17</td>
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<tr>
<td>Final date to submit abstracts</td>
<td>10.6.17</td>
</tr>
<tr>
<td>Abstracts selected and notified of acceptance</td>
<td>11.3.17</td>
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<tr>
<td>Conference registration brochure distributed</td>
<td>1.16.18</td>
</tr>
<tr>
<td>Final presentation pdf</td>
<td>3.27.18</td>
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<tr>
<td>Conference dates</td>
<td>4.10.18 &amp; 4.11.18</td>
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Presentation Format

Oral
Concurrent oral presentations will be slotted for each 60-minute session. Details regarding deadlines and other logistics will be provided to all selected presenters. Presenters are encouraged to allot time for audience questions and comments.

Poster
Freestanding horizontal poster boards will be provided for presenting posters. Poster presentation surface area is 4” x 8” wide. Handouts may be used, but audiovisual equipment will not be available. No more than two presenters per poster will be allowed.

Extended Presentation/Workshop
A few time slots on Tuesday, 4.10.18 will be available for 90-minute sessions. This should include presentation time followed by hands-on application or workshops.

Note: Presenters should indicate their preference for presentation (oral, poster, or extended workshop). The planning committee will make the final decision on presentation format based on quality of abstract and the needs of the Conference.

Questions regarding abstract submission may be directed to: igcphcoordinator@gmail.com

The abstract proposal application process for concurrent oral, extended presentation/workshop and poster sessions requires submission on the online application by 10.6.17. This may be done at: https://goo.gl/forms/92pKRBxV36qnHp8G2

You will receive an e-mail confirming receipt of your complete application within three days of submission.

“Speaker 1” of selected abstracts will be notified by November 3, 2017.

To help you prepare for your online submission, please reference the items below which are required in the online application.

**Please keep in mind that submitted information will be utilized in the conference app. Make sure to proof and edit your abstract prior to submission.

1. Presentation title.

2. Presentation description (1500 characters or less)

3. Bibliography– 2 to 3 sources are required to determine supporting references and CEUs (1500 characters max)

4. Measurable objectives of the presentation (maximum of three).

5. Indicate the setting(s) in which the information will be used (check all that apply):
   - Community
   - Health care
   - Dental care
   - Local public health agency
   - State government
   - Worksite
   - Early childhood
   - School (K-12)
   - Undergraduate programs
   - Graduate programs
   - Other (specify)
6. Rank order your preferred methods of presentation and the number of presenters:
   - Concurrent oral
   - Extended presentation/workshop
   - Poster

   NOTE: If requesting an extended presentation/workshop, please state the need for a longer time period and the planned use of the 90-minute session.

7. Target audience (describe who might be interested in participating in your concurrent session).

8. Provide contact information for all presenters for this session. For multiple presenters, the individual listed as Speaker 1 will serve as the single point of contact. Three presenters per concurrent sessions are allowed. Only two presenters per poster session are allowed. Only two presenters will receive complimentary one-day registration. For each presenter, please provide:
   - First and last name
   - Credentials
   - Professional title
   - Workplace or school
   - Street address
   - City, state, zip code
   - Phone, e-mail
   - Professional memberships
   - Related web page (optional)
   - Short professional biography for session introduction (1-2 paragraphs)
   - Biosketch or resume

9. Disclosure statement: Is there any organization or institution whose products or services will be discussed and for which there is a real or potential conflict of interest? Any conflict of interest will be noted in the conference program. A conflict of interest does not automatically exclude a proposal from being accepted. The committee will weigh this against other merits of the proposal and the nature of the conflict of interest.
   Yes      No  |  If yes, please describe.

10. Preferred day and time for presentation.

   Extended presentations/workshops will be presented on Tuesday, 4.10.18.
   - Tuesday, 4.10.18 | AFTERNOON
   - Wednesday, 4.11.18 | MORNING
   - Wednesday, 4.11.18 | AFTERNOON
   - No preference

11. Presentation materials: All oral and extended workshop presenters understand that they are required to submit presentation materials no later than Tuesday, 3.27.18. Information will be posted to the conference app.
   Yes      No

12. Please indicate if a conference planning committee member asked you to submit this abstract proposal: (if yes, who?)
   Yes      No