



Resources for Conference Abstracts

This resource document provides tips to help CDC DP18-1815, DP18-1816, and DP18-1817 recipients submit conference abstracts and information about conferences relevant to their evaluation work.

Some steps to follow when planning your conference submission:

Step 1: Know which conference to submit to before you write your abstract.

This document includes some conferences that may be relevant to your work, separated by the focus and audiences of the conferences. Look through the intended audiences to see if they match who you wish to target. Ask your collaborators if they have conferences they plan on attending, and create a timeline accordingly.

Step 2: Gather information for your abstract, using the five components of a typical abstract as a guide:

- **Topic:** Summarize your area of study. Can you describe it in one sentence?
- **Significance:** Explain why your topic is significant. Are you addressing a specific public health concern? If so, what makes it a concern, and says who? Or maybe you are addressing a gap in prior scholarship—studying something new or from a new angle?
- **Sources and Methods:** Summarize the information you studied and how you studied it. Where did you get your data or your literature? What did you do with it?
- **Key Findings:** Summarize the results of what you studied. What did you learn?
- **Conclusion:** Explain what you or your audience can or should do next. What are the implications of your findings and for whom? What can they do with the information? Do you have plans to continue this line of inquiry?

See pages 72 to 73 of [The Writing System](#) for more discussion of abstracts, including an example and an exercise.

Step 3: Use the conference’s submission guidelines to plan your draft.

- **Stay within the word limit.** If the word limit is under 250, expect to write one paragraph, with one to two sentences dedicated to each of the five components of an abstract. If the word limit is 500 to 750 words, expect to write about three to five paragraphs: one paragraph on your topic and significance; one to three paragraphs on sources, methods, and key findings; and one paragraph on your conclusion.
- **Repeat key words from the conference guidelines.** For example, if the guidelines ask that you describe the implications of your work, call your conclusion “implications.”
- Note whether the abstract is to be published in conference proceedings and if you can edit it before publication. You might provide more or different details if you anticipate that someone may cite your abstract in the future.

Step 4: Remember that conference abstract submissions are competitive. In addition to complying with the conference guidelines, follow these tips to ensure a compelling abstract:

- **Remember that your audiences for this stage of the abstract are the conference organizers and peer reviewers who score your submission.** The conference organizers want to assemble a cohesive conference with presentations that appeal to their target audience. The peer reviewers want to ensure that your work is relevant to scholarship in their field.
- **To appeal to the conference organizers, show that your work is relevant to the conference's goals.** Incorporate key terms from the conference description. If the conference has a theme, position your work as relevant to the theme. In your conclusion, describe implications that are relevant to members of the conference's audience.
- **To appeal to peer reviewers, show that your work is relevant and rigorous.** Briefly cite literature in a relevant field. Use concrete and specific terms when you describe your sources and methods. If you submit to a conference in a different field, define your methods and results in terms an outside scholar can understand.
- **Proofread the abstract before you submit it.** Errors in grammar and punctuation can distract or confuse your reader. Errors can also hurt your credibility; some readers might question whether errors in writing indicate a lack of attention to detail in research. You may need someone who hasn't written the abstract read it for clarity and typos.

Profession or Workplace Focused Conferences	Abstract due date	Conference dates	Conference website
Association of State and Territorial Health Officials (ASTHO)	<i>Check website for emerging details</i>		my.astho.org/asthoannualmeeting/home
Council of State and Territorial Epidemiologists (CSTE)	January 6, 2022	June 19-23, 2022	csteconference.org
National Association of Community Health Centers (NACHC) Community Health Institute and Expo	<i>Opening February 2022</i>	August 28-30, 2022	nachc.org/conferences/chi
National Association of County and City Health Officials (NACCHO)	January 7, 2022	July 19-22, 2022	nacchoannual.org
American Nurses Association (ANA) Policy, Innovation, and Advocacy Conference	<i>New format under development for 2022</i>		ana-events.org/PIAForum
National Association of Community Health Workers (NACHW)	<i>Check website for emerging details</i>		nachw.org/events
American Pharmacists Association (APhA) Annual Meeting	<i>Closed for 2022</i>	March 18-21, 2022	aphameeting.pharmacist.com

Step 5: Ensure each of your coauthors reviews the abstract before you submit anything with their name on it, especially if the abstract is printed in conference proceedings. Refer to ICMJE’s guidelines for defining authorship: <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

Step 6: Follow your internal clearance process. Build in time for an internal review when you schedule your time for drafting, editing, and submitting the abstract.

Other tips:

- **Some conferences have specific tracks, topics, or areas for abstracts.** These tracks can help you more narrowly target audience members, particularly at large conferences.
- **When selecting a conference, pay attention to whether the conference allows you to submit the same abstract to multiple conferences.** Coauthors should work together to prioritize the submission if this is the case. Some conferences do not permit you to have the same abstract presented or published prior to the meeting dates. Note that this includes both conference items (abstracts, presentations, posters) and publications! If this is the case, consider whether you have different audiences for the conference and a manuscript, and tailor the abstracts accordingly. If your abstract wasn't accepted to a particular conference, also be aware of any embargo rules that may still apply when you consider resubmitting to a different conference.

Tribal Community-Focused Conferences	Abstract due date	Conference dates	Conference website
Association of American Indian Physicians (AAIP)	Expected to be March 1, 2022	July 28-31, 2022	aaip.org/events/calendar
National Council of Urban Indian Health (NCUIH)	Check website for 2022 details	May 25-27, 2022	ncuih.org/events
National Native Health Research Training Conference	Check website for emerging details		nnhrti.org
Native American Healthcare Conference	Check website for 2022 details	June 14-15, 2022	nativenationevents.org/events-conferences
Seeds of Native Health Conference on Native American Nutrition	Check website for 2022 details	May 22-25, 2022	seedsofnativehealth.org/2020conference/
Society for the Advancement of Chicanos/Hispanics & Native Americans in Science (SACNAS)	Applications open 3/10/2021	October 25-29, 2022	sacnas.org/what-we-do/conference/

Public Health-Focused Conferences	Audiences	Abstract due date	Conference dates	Conference website
AcademyHealth Annual Research Meeting	<ul style="list-style-type: none"> • Health policy researchers • Policy analysts • Clinicians 	1/11/22 at 5 PM EST Late breaking due 3/24/22	June 4-7, 2022	academyhealth.org/events/site/2021-annual-research-meeting
AcademyHealth Dissemination & Implementation Conference	<ul style="list-style-type: none"> • Health data researchers • Health policy researchers 	Check website for emerging details		academyhealth.org/events
American Evaluation Association (AEA)	<ul style="list-style-type: none"> • Evaluators • Evaluation scholars • Students • Evaluation users 	Opening in February	November 7-12, 2022	evaluationconference.org
American Heart Association (AHA) Scientific Sessions	<ul style="list-style-type: none"> • Clinicians & clinical researchers • Public health professionals & researchers 	Check website for emerging details		professional.heart.org/en/meetings/scientific-sessions
AHA EPI Lifestyle Scientific Sessions	<ul style="list-style-type: none"> • Public health researchers & practitioners • Clinicians, nutrition & exercise professionals • Behavioral scientists 	Check website for 2022 details	March 1-4, 2022	professional.heart.org/en/meetings/epi-lifestyle
AHA Hypertension Scientific Sessions	<ul style="list-style-type: none"> • Clinicians • Clinical & basic researchers • Trainees & early career investigators 	Check website for 2022 details	September 7-10, 2022	professional.heart.org/en/meetings/hypertension
American Public Health Association (APHA)	<ul style="list-style-type: none"> • Public health professionals & researchers • Clinicians & practitioners • Behavioral scientists 	Deadline is April 30, 2022	November 6-9, 2022	apha.org/events-and-meetings/annual
Art and Science of Public Health	<ul style="list-style-type: none"> • Public health practitioners • Health educators • Health promotion leaders 	Some activities' submissions due 3/1/2022	April 11-15, 2022	healthpromotionconference.com

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For more information about NNPHI, please visit our website at nnphi.org or email writingsupport@nnphi.org