ABSTRACT SUBMISSION DESCRIPTION
CityMatCH Leadership and MCH Epidemiology Conference

Deadline:

Submissions must be electronically completed **through our online submission system** no later than **March 2, 2018, 11:59 PM Pacific**. Late submissions will NOT be considered, nor will submissions be returned.

Description:

Abstracts may be presented as 20 to 25-minute Oral Presentations, combined with other abstracts into 90-minute sessions, or Poster Presentations. Oral Presentations will be grouped into two tracks: 1) Program & Policy, and 2) Scientific Research & Data. The Program & Policy Track is for abstracts that are focused on development, implementation, evaluation, or dissemination of MCH initiatives (program, partnership, collaboration, or policies). The Scientific Research & Data Track is for abstracts that focus on scientific research, analysis, and utilization of qualitative or quantitative data.

Contact info for the presenting author and co-authors must include:

1. Full names
2. Job titles
3. Degrees
4. Organization affiliation
5. A contact phone number
6. A brief bio-sketch will be required for authors participating in oral presentations.

Preferred Method of Delivery

Oral: Oral sessions provide an opportunity for conference participants to hear the latest information from individual presenters on a variety of topics, usually grouped into themes. Oral session abstracts will be accepted individually and combined with other presentations into conference sessions, typically three per session.

Poster: Large bulletin boards are provided in a hall or large room. During a special session to highlight the posters, conference attendees have the opportunity to read posters as authors stand by to explain their projects.

Submitted abstracts will require the following:

1. Presentation title

2. The selection of a conference track. Please note there are different abstract components depending on which track you use
   a. Scientific Research and Data
      o The abstract should include:
        - **Background**: Statement of the primary public health issue that your study addresses; what is known and unknown.

        - **Study Question**: State your study question(s).

- **Methods**: Concisely describe the study design, data sources utilized, analysis methods, and any study limitations.

- **Results**: Describe the key findings from the data analysis and limitations.

- **Conclusions**: Summarize the key study findings.

- **Public Health Implications**: Statement of potential uses of this study for science, policy, programs, public or provider education.
- Data sources and linkages must be specified.

b. Program and Policy
   o The abstract should include:
   - **Issue**: The specific problem that the initiative was intended to address, including evidence that the initiative was needed.

   - **Setting**: Geographic location where the activities took place, and the intended audience or population expected to benefit from the activities.

   - **Project**: Description of the activities, including evidence that these activities would be likely to effectively address the problem, innovative aspects, your organization's role, logic model, and evaluation plan.

   - **Accomplishments/Results**: The major accomplishments, including evaluation results, i.e. evidence of the effectiveness of the initiative on knowledge, behaviors and/or outcomes in the target population.
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   - **Barriers**: Summary of specific barriers encountered and how/whether they were overcome.
   - **Lessons Learned**: The take home message, what worked, what should be done differently, and the implications for public health.

   - **Information for Replication**, such as financial and other costs, key partnerships required, and potential resources to cover costs is optional.

3. The selection of the following items. Please note you will be given a list to pick from during the submission process
   a. Public health areas of focus
   b. Data sources utilized, if applicable
   c. A focus/target population, if applicable

4. Abstract text:
   a. May not exceed 500 words
   b. Define abbreviations and acronyms
   c. Use numerals to indicate numbers except at the beginning of a sentence
   d. **Do not** use bold, italics, underlines, tabs, hard returns, or all capital letters, including author info, titles, and text
   e. **Do not** include line graphs, tables, or other attachments
   f. Describe your results instead of saying "results will be discussed"