

2018 Utah Public Health Conference
April 11-13 ~ Salt Lake Marriott Downtown at City Creek
75 S. West Temple. Salt Lake City, UT 84101

ONLINE ABSTRACTS, PRESENTERS & AGENDA SYSTEMS

ABSTRACTS SUBMISSION & MANAGEMENT

CALL FOR ABSTRACTS: The online Call for Abstracts system will be launched and announced as soon as the Abstract online systems are launched. A deadline for submitting Abstracts is included in the announcement as are links to the online data collection system and databases. These instructions are found on the Conference Planning web site.

ABSTRACTS SUBMITTED: To enter an Abstract for conference breakout presentations and posters, potential presenters and authors follow the instructions on the instructions page, normally at: www.upha.org/conference/pages/abstracts.htm The Abstract submission databases, **2018AbstractEntry** and collects the information entered by abstract authors, for presentations and posters. Data on the entries are transferred to the **2018AbstractEntryALL** database nightly. All entries are reviewed before the data is transferred to eliminate or correct any testing, duplicate and prank entries.

ABSTRACT APPROVAL: Conference Planning Chairs and/or the Presenter Committee members who are responsible for the Abstracts, review these proposals for presentations and posters during review meetings. A decision is made on each submitted Abstract to approve, reject or keep for possible future consideration, and the decision is entered on the database. All approved Abstracts for presentations and posters are transferred to directly to the conference **PRESENTERS** system, which is linked to the **AGENDA** database, where dates, times and rooms are assigned.

KEY PRESENTER AND CO-PRESENTER SUBMISSION & MANAGEMENT

KEY PRESENTERS: Keynote and other invited presenters enter data directly into **PRESENTERS** system from the **PRESENTER SELF-ENTRY** page on the public web site at: www.upha.org/conference/pages/pres-enter.htm

CO-PRESENTERS: Approved co-presenters enter data directly into this system from the **CO-PRESENTER SELF-ENTRY** page on the public web site at: www.upha.org/conference/pages/co-pres-enter.htm

APPROVED PRESENTERS AND CO-PRESENTERS: Presenters and co-presenters which are approved by Conference planning members are imported into the conference's **PRESENTERS** system nightly.

AGENDA MANAGEMENT

CONFERENCE AGENDA: To produce the conference agenda the **AGENDA** database is created. This system contains the date, session and room information and is linked to the conference's **PRESENTERS** system using Presenter IDs. This linkage ties the **AGENDA** to all data on the presentations and assigns the dates, times and rooms and is used to produce all notifications, reports, the APP and printed material for the conference

If you have any questions about the conference abstracts, presenter or agenda systems, contact Paul Wightman - phone 801-828-0019 or email director@upha.org

DETAILED INSTRUCTIONS

Approving Pending Abstracts - Update Presentations with Required Continuing Education Data

LOGIN AND PASSWORD: The link to enter the conference abstract management system is found on the Conference Planning "Presenter" page at: www.upha.org/conference/planning/presenters.html Log in by leaving the **Account Name** box blank and entering the word _____ in the **Password** box.

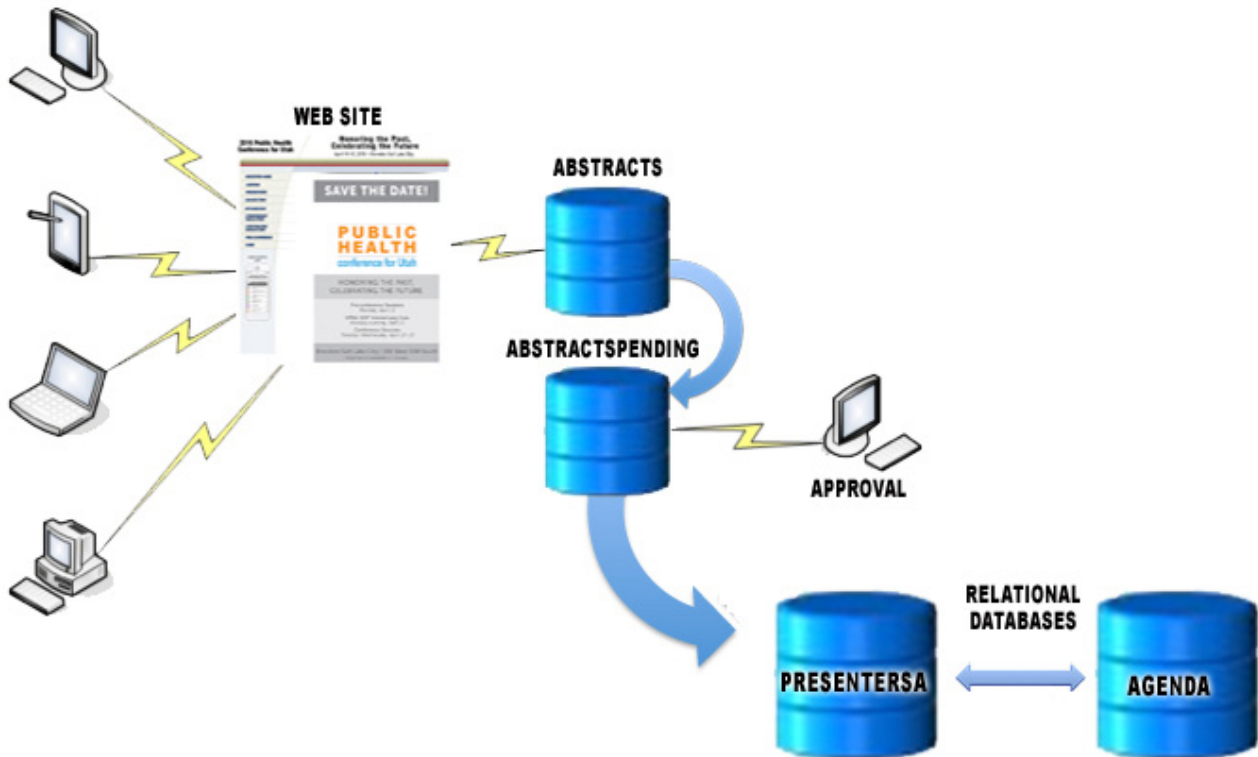
ABSTRACT APPROVALS: Abstracts in the **ABSTRACTSPENDING** database are reviewed by conference Planners and a determination is made which are to be accepted for the Conference. A determination of whether the entry is **approved**, **rejected** or marked as **keep** for possible future consideration is made and recorded in the database on the **List & Approve** view.. Abstracts are approved by:

1. entering an **X or approval date** in the **APPROVED** field,
2. entering the name of the person or group who approves in the **APPROVED BY** field and
3. clicking on the **SAVE APPROVAL** button or the **SUBMIT** button in the top menu bar.

When the planners are finished entering all approval information, log off the system from the **Log Out** buttons.

Approved pending abstracts for presentations and posters are moved nightly to the conference's **PRESENTERSA** system which is linked to the **AGENDA** database, where dates, times and rooms are assigned.

www.upha.org/conference/pages/abstracts.htm

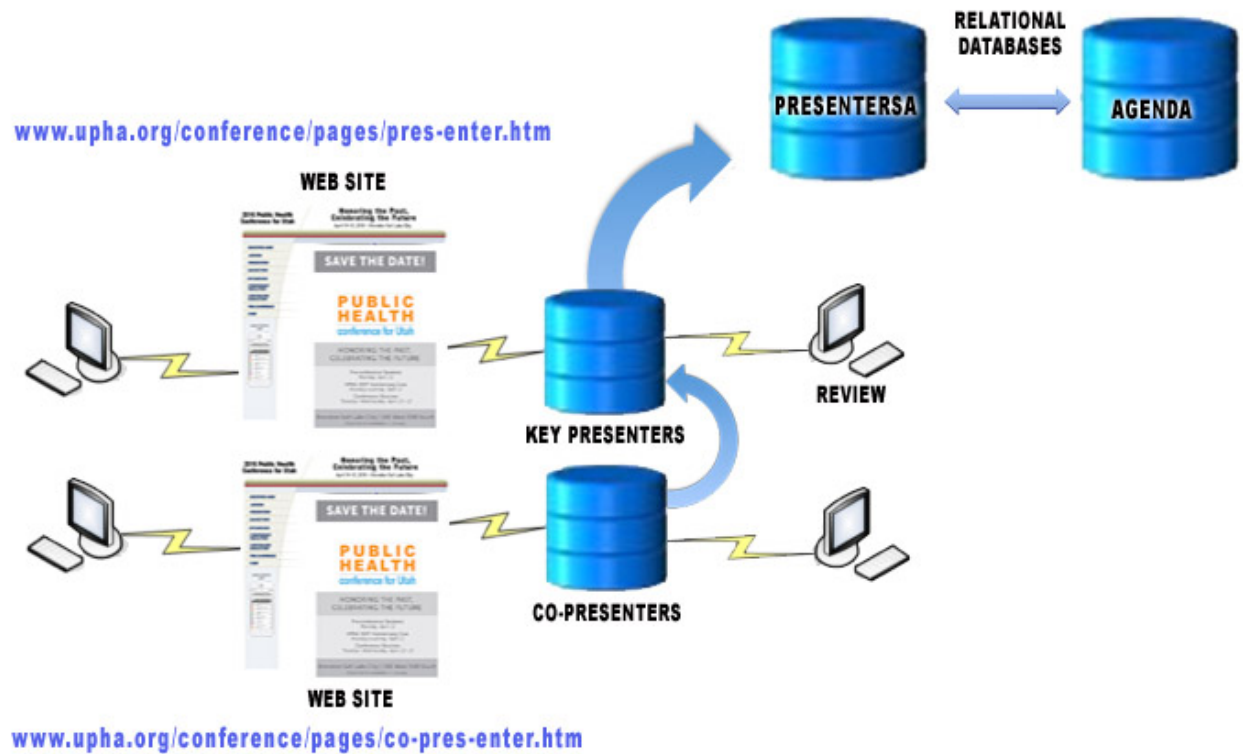


PRESENTER & CO PRESENTER DETAILED INSTRUCTIONS

Login and Password Information for Reviewing Presenters & Co-presenters

LOGIN AND PASSWORD: The link to enter the conference presenter and co presenter management systems are found on the Conference Planning "Presenter" page at: www.upta.org/conference/planning/presenters.html
Login by leaving the **Account Name** box blank and entering the word _____ in the **Password** box.

PRESENTER & COPRESENTER REVIEWS: Invited Key presenters (such as Keynote Speakers, Lead Investigators, Panel Moderators, etc.) enter their information in to the **PRESENTER** or **CO-PRESENTER** databases. These entries are moved nightly to the CONFERENCE PRESENTERS system, and are reviewed by conference Planners from this system.



ALL PRESENTERS DETAILED INSTRUCTIONS

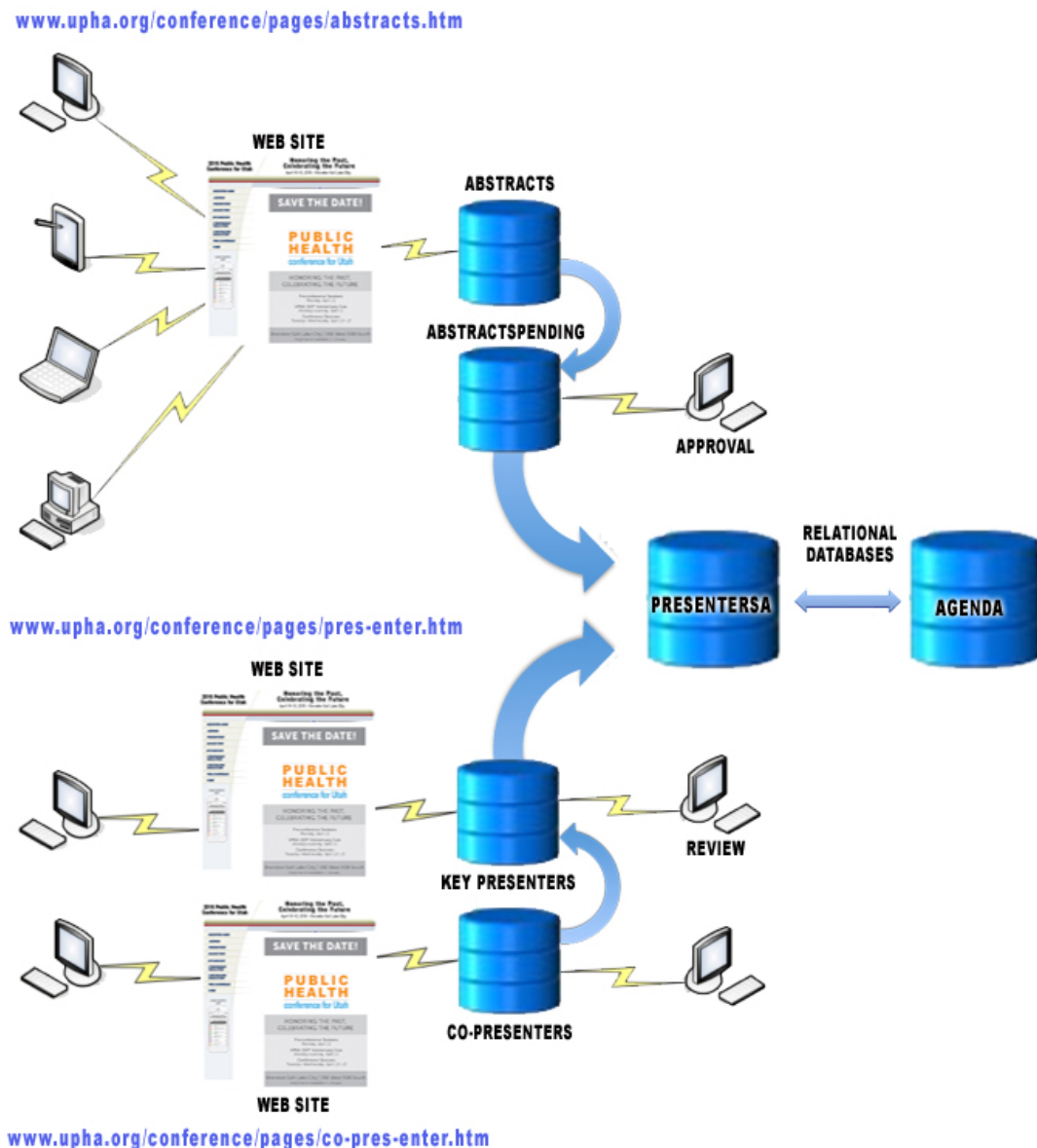
Login and Password Information for ALL Conference Presenters

LOGIN AND PASSWORD: The link to enter the conference **PRESENTERSA** system management system is found on the Conference Planning "Presenter" page at: www.upta.org/conference/planning/presenters.html Login by leaving the **Account Name** box blank and entering the Master Password _____ in the **Password** box.

PRESENTER MANAGEMENT: The **PRESENTERSA** system is the repository for ALL approved and reviewed individuals presenting at the conference, including: keynote speakers, approved breakout presenters and co-presenters, main session presentations, poster presenters, welcoming dignitaries, conference planners, etc. Data is entered on this system through the entry paths described above, and this login with the Master Password allows the Conference Chairs to add Presenters and edit any existing information.

Edits made by conference planners to the data can be done by accessing the individuals record in the **PRESENTERSA** system and entering the edit mode of the system, making the edits and submitting them to the system.

If edits are needed to be made by the author of the record in the **PRESENTERSA** repository, individual presentation records can be placed in an accessible database and instructions given on how to log in and make change. After completed the revised records replace the old records.



AGENDA SYSTEM DETAILED INSTRUCTIONS

Login and Password Information for Editing the Conference Agenda System

AGENDA MANAGEMENT: To produce the conference agenda and reports, the **AGENDA** database is built with date, time and room information and is then linked to the **PRESENTERSA** system using Presenter IDs. This relational linkage ties the agenda to all data on the presentations and posters. This linked information is used to produce the conference reports, notifications, and printed material and data for the APP. This includes confirmation letters, date, time, room assignments, evaluation forms, lists of sessions and posters, presenter biographical sketches, room signs, master conference agendas, etc.

LOGIN AND PASSWORD: The link to enter the conference **AGENDA** management system is found on the Conference Planning "Presenter" page at: www.upta.org/conference/planning/agenda.html Login by leaving the **Account Name** box blank and entering the word _____ in the **Password** box.

Edits to the agenda data can be done by accessing the session record and entering the edit mode of the system, making the edits and submitting them to the system. When you are finished reviewing all agenda information, log off the system by clicking on one of the **Log Out** buttons.