

New York State
Department of Health

Public Health Corps Summit



Building Partnerships That Strengthen Public Health: Systems, Infrastructure, Capacity, and Equity

December 12-13, 2023

CONFERENCE HARVESTER INSTRUCTIONS – Short Summary

The Harvester site is designed with tasks and guidelines specific to the presentations that will allow event organizers to collect presentation and speaker data.

****Please note that all tasks related to learning objectives, presentation details, presentation upload and/or handouts will only be available for the lead speaker of each presentation.** Lead speakers will need to work with their co-speakers to complete these tasks.

****Please note that due dates for the following tasks have been updated:** Update Profile Information, Update Biography, Photo Upload (optional), and Update Presentation Details.

TASK DESCRIPTIONS

All tasks must be completed before the associated deadline. Completed tasks in the [Conference Harvester](#) are marked by a green check mark over the black and white task icon.

Invitation (9/14/2023)

Please accept or decline the invitation to present at the 2023 NYS Public Health Corps Summit, to be held on December 12-13, 2023. Your presentation details such as date/time and location will be shared within the task.

Summit Registration (9/22/2023)

All speakers must register themselves using the provided link within the task.

Lodging Reservations (9/27/2023)

Speakers are responsible for reserving hotel lodging, if needed. Instructions to reserve rooms using discounted state-rate at conference hotels are providing within the task.

Update Profile Information (10/13/2023)

Review and confirm profile information provided in abstract.

Update Biography (10/13/2023)

Review and confirm biography submitted with abstract. Biographies will be included in 2023 event materials.

Photo Upload (10/13/2023)

Submit a high-resolution, professionally produced portrait, if possible, for inclusion in 2023 Summit event materials. This task may be opted-out of.

Update Presentation Details (10/13/2023)

Review and confirm Presentation Title and Short Description.

Q&A Discussion Questions (11/3/2023)

This task applies only to presenters associated with plenary, oral or workshop presentations.
Please add up to 3 discussion questions that may be used during your presentation's Q&A session.

Upload Handout(s) (11/3/2023)

Upload any handouts for your presentation(s). If you have multiple presentations, upload handouts for each separately. The handout can be a .pdf file (preferred) or a Word file (.doc or .docx).

Upload Presentation/Poster File (11/3/2023)

All presentations MUST be uploaded as a single PowerPoint file.

Plenary, oral and workshop presentations are provided 90 minutes, allowing for 60 minutes of presentation and 15-30 minutes open for Q&A. We ask that you please stay within this time limit.

Who to contact for help:

Please email NYSPublicHealthCorps@health.ny.gov for any questions related to the conference, presentations, timelines, etc.