2027 PREPAREDNESS SUMMIT

ABSTRACT SUBMISSION CHECKLIST

Preparing for What's Next: Building Bridges for a More Connected Future

CONFERENCE	LOCATION	SUBMISSION DEADLINE
April 19-21, 2027	**Atlanta, Georgia**	**November 1, 2026 | 11:59 PM ET**

BEFORE YOU BEGIN

☐ Review the 2027 Call for Abstracts Guidelines.

☐ Confirm that your organization/submission is eligible for the current Call for Abstracts.

For-profit organizations must use the separate For-Profit Organization Presentation Application rather than the general Call for Abstracts.

☐ Confirm that you and an alternate presenter are committed to attending if the abstract is accepted.

☐ Understand that presenters are responsible for registration, travel, lodging, and related attendance expenses.

☐ Confirm the abstract represents the work of the presenters listed and is appropriately referenced.

1. GATHER YOUR SUBMITTER INFORMATION

☐ Submission organization/type

☐ Presentation role: Speaker, Moderator, or Both

☐ First and last name

☐ Credentials (enter N/A if none)

☐ Pronouns

☐ Email address and cell phone number

☐ Mailing address, city, state, ZIP, and country

☐ Position/title and organization affiliation

☐ Biography

☐ LinkedIn information, if applicable

☐ Professional headshot

2. PREPARE YOUR SESSION TITLE

☐ Create a concise title that clearly summarizes the session.

☐ Keep the title to 15 words or fewer.

☐ Use title case.

☐ Do not begin the title with "The."

☐ Do not end the title with a period.

☐ Avoid abbreviations unless widely accepted in the field.

My Session Title: _____

3. SELECT YOUR PRESENTATION FORMAT

☐ Select your primary session format.

☐ Select a secondary/alternative session format where applicable.

Available formats: 30-45-minute Quick Hit; 60-minute Learning Session; 90-minute Learning Session; Demonstration; Pre-Conference Workshop; Poster Session; Student Poster.

Speaker limits vary by format. Learning Sessions allow up to 3 speakers and 1 moderator; Quick Hits allow up to 2 speakers and 1 moderator.

4. PREPARE YOUR ABSTRACT DESCRIPTIONS

Description for Review

☐ Prepare the full abstract/session description - 500 words or fewer.

☐ Clearly identify the problem or issue, approach, relevant partners, and outcomes.

☐ Present key findings and explain how they address the problem.

☐ Describe significance, impact, lessons learned, or transferable practices.

☐ Use clear, accessible language and complete sentences.

☐ Do not use bullet points in the submitted description.

Description for Publication

☐ Prepare a separate publication description - 150 words or fewer.

☐ Begin with an engaging first sentence or "hook."

☐ Briefly describe the problem/issue and solution.

☐ Use complete sentences, proper grammar, and transitions; do not use bullet points.

5. SELECT YOUR CONFERENCE TRACK

☐ 1. Cross-Sector Coordination & Operational Collaboration

☐ 2. Community Engagement, Access & Resilience

☐ 3. Recovery & Long-Term Community Health

☐ 4. Risk Communication & Public Trust

☐ 5. Data Modernization, Applied Epidemiology & Information Sharing

☐ 6. Emerging Technology & Innovation

☐ 7. Planning, Exercises & Continuous Improvement

☐ 8. Workforce Development & Leadership

☐ 9. Safety and Security, Mental Health & Wellbeing

☐ 10. Policy, Funding & Sustaining Foundational Capabilities

My Primary Track: _____

6. SELECT SECONDARY INFORMATION & TAGS

☐ Select 1 secondary keyword/PHEP capability.

☐ Select 2 topical cross-cutting tags that best describe the submission.

☐ Select the applicable Hazard/Threat Type.

☐ Select the applicable Setting/Jurisdiction.

Topical tags include Administrative & Legal Preparedness; Access & Functional Needs; Climate & Extreme Weather; Behavioral & Mental Health; Rural & Frontier Preparedness; Tribal & Territorial Preparedness; Healthcare System & Coalition Preparedness; Supply Chain & Logistics; Cybersecurity & Critical Infrastructure; One Health & Zoonotic Threats; and Global Health Security & Cross-Border Preparedness.

7. IDENTIFY YOUR PRESENTERS

☐ Identify all co-presenters who will be speaking.

☐ Have each co-presenter's first name, last name, and organization ready.

☐ If you do not have co-presenters, enter N/A as instructed.

☐ Confirm everyone listed as a presenter plans to attend the conference.

☐ Identify your session moderator.

Each session must provide its own moderator. Incomplete submissions or submissions without a designated moderator will not be considered.

8. PREVIOUS PRESENTATION INFORMATION

☐ Determine whether this abstract, or any portion of it, has been submitted and approved for another conference.

☐ If yes, have the previous conference name(s) and presentation date(s) ready.

☐ Indicate whether you would be willing to have the submission considered as a poster if it is not selected for the preferred session format.

9. REVIEW REQUIRED AGREEMENTS

☐ Agree to follow NACCHO health and safety requirements.

☐ Agree to NACCHO's Green Meetings Policy, including no printed handouts.

☐ Acknowledge responsibility for conference-related expenses, including speaker registration, travel, and hotel.

☐ Review presenter disclosure requirements for significant financial interests or commercial relationships related to the presentation.

FINAL CHECK BEFORE YOU CLICK SUBMIT

- ☐ Title is 15 words or fewer.
- ☐ Review description is 500 words or fewer.
- ☐ Publication description is 150 words or fewer.
- ☐ Correct primary track selected.
- ☐ Secondary keyword/PHEP capability selected.
- ☐ Two topical tags selected.
- ☐ Hazard/threat type selected.
- ☐ Setting/jurisdiction selected.
- ☐ Primary and alternative presentation formats selected where applicable.
- ☐ Presenter/co-presenter information is accurate.
- ☐ Moderator identified.
- ☐ Biography and headshot are ready.
- ☐ Previous conference information disclosed, if applicable.
- ☐ All required agreements reviewed.
- ☐ Abstract proofread for spelling, grammar, and completeness.
- ☐ All required fields in the online system completed.
- ☐ Confirmation email received after submission.

You may view and edit the abstract through October 27, 2026. Abstracts may not be modified after the submission deadline. A confirmation email is required for the abstract to be considered complete.

SAVE THESE DATES

DATE	MILESTONE
September 22, 2026	First Call for Abstracts opens (subject to change)
November 1, 2026	Abstract submission deadline
January 2027	Presenter invitations/decisions sent
January 2027	Presenter invitation response deadline
April 2, 2027	Presentation upload deadline
April 19-21, 2027	2027 Preparedness Summit - Atlanta, Georgia

Questions? Abstracts@naccho.org