African Health Economics and Policy Association

Association Africaine d'Economie et de Politique de la Santé

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Dear Session Panelist/Presenter,

Thank you once again for your willingness to contribute your session to the 6th AfHEA scientific conference, March 7-11 2022. Your role is key in ensuring a fruitful and informative discussion during the session Please click here to watch the recording of the webinar training session – if you weren't able to attend one of the training sessions, we strongly encourage you to view the recording, which is brief and will be invaluable in preparing for your presentation. Also attached are the training slides (PDF) for your review. Below is also some helpful information to assist you both in preparing ahead of time and on the day of the presentation.

*For the avoidance of doubt, the preferred format for this year's conference will be **moderated panel discussions** instead of the traditional 15-20 minutes PPT presentations. This will take the form of a **5 minutes introduction by the moderator, followed with 5 minutes presentation per panelist/presenter followed by questions from the moderator to each presenter for a total of 40 minutes. The moderator will also leave 20minutes for audience interaction**. A breakdown of the session structure is below:*
   a. ***5 mins**- Introduction of presenters/panelists by moderator and brief background on the session topic*
   b. ***40 mins**- Consists of first 20 mins presenter-led engagement (5 minutes presentation by each presenter), followed by 20 mins Moderator led Q & A with presenters/panelists*
   c. ***20 mins**- Participant/Audience interaction and Q & A **steered by moderator***
   d. ***5 mins**- Moderator final remarks*

*Please note that session timing must be **strictly** adhered to as the session's zoom platform automatically shuts off once the time is up. Presenting authors are required to upload their bios, presentations and any updated abstracts before **4th March 2022**, which can then be accessed by moderators and all participants to acquaint themselves with the content of each session's materials and to guide questions during the moderated panel discussion where necessary. Each session is one hour and fifteen minutes (1hr: 15min) long. All Bios should also be sent to **Grace via grace.njesh@gmail.com** and copy Daniel via danny.achala@yahoo.com. All sessions are in GMT by default. It is thus the **role of session presenters** to check in ahead of time (latest a day before) with their moderator/chair and rapporteur on the above information.*

Before the Conference:

We appreciate your investing some time in preparing for your session:

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- **Adequately prepare:**
  - Please read the presentations (PPT slides) uploaded by the other presenters in your session in addition to your own
  - Prepare key discussion points and **_anticipate_** likely questions from the other presenters, moderator or audience.
  - **Presentation time:** Kindly ensure your live presentation will last no more than 5 minutes - it is not possible for you to present your full research project in detail in this time. You are encouraged to identify an aspect of your research, on which you would most welcome comments and discussion by session participants, to focus on in the presentation.
  - **Separate (Summary) Slides for Presentation:** A day ahead of the session, kindly ensure that you provide the moderator and rapporteur with an abbreviated version of _no more than 4 slides_ derived from the pre-uploaded detailed presentation for your _5 minute live presentation_. The slides should therefore provide a very brief overview of your project and a more detailed presentation on a particularly interesting aspect of their research.
  - **Font size and colour:** In preparing your slides, please ensure that they are written in a font and color that are easier to read for those with dyslexia or other reading/learning difficulties. Please ensure a sufficiently large font size and font color contrast with the background, to help people with visual impairments.
- **Promoting active engagement:**
  - To ensure a lively exchange and discussion, please make time before the session to _view the pre-uploaded detailed presentations by other presenters in your session_ and think about how you might contribute to the discussion of their work. You should ideally allow a day or at least an hour or two before the conference to engage with this material. Engagement between presenters will be valuable in promoting discussion in the session.
    - You can find the PPT slides on the conference platform [here](#) by searching for your session and then clicking on each individual presentation
- **Reach out to the moderator and rapporteur:**
  - Connect with your session moderator / chair: This is to ensure they know how to contact you on the day of your session in case anything may arise.
  - Kindly **email the moderator and rapporteur** in your session several days before the session, providing them with the documents uploaded (Bios, updated abstracts (if any) and presentations uploaded to the link: [Speakers Corner](#)) as well as asking if there are specific issues, you would like them to focus on in facilitating the discussion (e.g. a particular methodological challenge you faced; unexpected empirical findings on which you would appreciate participant feedback about findings in other contexts).
  - You can connect with the moderator/rapporteur by searching their names in the Conference platform and hitting the _'connect'_ button.
  - Similarly **reach out to rapporteurs** to discuss their role of time keeping and reporting of the session.
- **Session Timing:**
  - Please **make 100% sure that you have the correct time for the session** you are moderating. The default time zone for the conference is GMT. The conference begins each day at 12noon GMT.

On the day of your session:

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- **Session Timing**
  - o Again, please make 100% sure ahead of time that you have the correct time for the session in which you are presenting (set an alarm or reminder if need be) – e.g. some living in the UK think they are at GMT time, but in fact are at British Summer Time (BST), which is GMT+1. So look at the program agenda online in "My Time".

- **Please join the session 20 minutes before the start.**
  - o **'Join Now'**
    A 'Join Now' button will appear on the online platform by your session 20 minutes before your session start time. By clicking 'Join Now' you will be able to enter the zoom waiting room.

  - o **Moderator and Presenters ONLY**
    Confex Tech Support will open the room and let the Moderator / Chair in first, who will then _let ONLY the presenters / discussants into the room_. Everyone else will remain in the waiting room until you are ready to open the session up to all who wish to attend. Everyone else remains in the waiting room.

  - o **Contact your moderator**
    Please check that you know how to _contact your moderator if they do not show up_. Confex Tech Support is responsible for advising AfHEA if a moderator or chair has not shown up. _The moderator/chair is responsible to find the presenter if they have not shown up with the support of AfHEA staff._

  - o **Practice**
    - During these 20 mins each presenter will have the opportunity to practice sharing and un-sharing their screen.
    - Please make sure that you are fully in the know of the running order for the session.
    - Please ensure you know the correct pronunciation of the other presenters and moderator's names
    - This will also provide the opportunity to ensure your audio and video is working.
    - Also use this time to finalize with the session moderator / chair how they will signal to you when you have 1 minute left and then when your time is up if this has not already been confirmed in advance. For example, using the 'Raised Hand' feature / sending a note in the Chat Box, etc.

- **Admit All**
  - o Once you are ready to open the room to all participants, the moderator / chair can allow everyone in from the waiting room by pressing 'Admit All'. The waiting room will subsequently be deactivated by Confex at the start of the session time and everyone will be able to automatically enter the room at that time.

Once the session starts:

- **Session structure for Plenary/Individual Parallel sessions:** The session is 1hr:15 minutes long:
    - ○ **5 mins**- *Introduction of presenters/panelists by moderator and brief background on the session topic*
    - ○ **40 mins**- *Consists of first 20 mins presenter-led engagement (5 minutes presentation by each presenter), followed by 20 mins Moderator led Q & A with presenters/panelists*
    - ○ **20 mins**- *Participant/Audience interaction and Q & A* **steered by moderator**
    - ○ **5 mins-** *Moderator final remarks*
- **Speaking during the session:**
    - ○ Please speak slowly and clearly, and kindly frame discussions as openly and inclusively as possible and take into careful consideration how language or images may be perceived by others.

- **Introductions:**
    - ○ The moderator will introduce the session and each of the panelists/presenters and advise participants of the following:
        - ▪ Reminder that the session is being recorded
        - ▪ Advice on how to turn off the live transcript by clicking 'hide subtitles' in the Live Transcript Button
        - ▪ Encourage participants to ask questions in the Chat box
        - ▪ Advice on the format of the session – i.e. all panel moderated questions will happen first and then Q&A from participants.
        - ▪ Encourage participant evaluation after the session.
        - ▪ Announce that the session recording will be available 1 week following the end of the conference on the conference platform and will be available for up to a limited period of not less than 6 months.
    - ○ Each session is 1hr:15 minutes – while the Zoom room will not be closed automatically after 1hr:15 minutes are up, practice a targeted discussion **no more than 5 mins**

During the session:

- **Uninterrupted discussion and question times**
    - ○ Moderator will ensure that the moderated discussion segment takes place without questions from audience, before moving on to discussion with audience.
    - ○ Once the presentations are over, the moderator can read the questions in the chat box and open the floor to questions and comments.
    - ○ Continue to speak slowly and clearly so interpreters can follow and interpret accurately, please frame discussions as openly and inclusively as possible and be aware of how language or images may be perceived by others
    - ○ Moderator may invite comments from each panelist/presenter on each other's research, please have prepared comments and questions by reviewing all panelists/presenters presentations ahead of time
    - ○ Moderator will work to **ensure that all panelists/presenters receive some questions or feedback** on their work and will avoid too much focus on only one or two presentations

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At the end of the session:

- At the end the session, the session moderator / chair will close out the session with some final comments, thanking the panelists/presenters and reminding participants that they are able to access full presentations as earlier indicated as well as provide feedback on the session using the evaluate button linked to the session on the conference platform

NOTICE:

Please note if a presenter does not show up, the session moderator or chair **cannot** play your pre-uploaded presentation as the timing is different. Pre-uploaded presentation is *10 minutes* whereas live presentation is *5 minutes*.

If you have any questions, please send us an email @ afhea08@gmail.com and keep Grace - grace.njesh@gmail.com, Abigail - dewikorda@gmail.com and Pascal Birindabagabo - pbirindab@gmail.com in copy.

Thank you and happy presenting!

The AfHEA Conference Organizing Team

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