



African Health Economics and Policy Association

Association Africaine d'Economie et de Politique de la Santé

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Dear Session Rapporteur,

Thank you once again for your willingness to report on session(s) during the 6th AfHEA scientific conference on the theme: "Towards Resilient Health Systems in Africa: The Role of Health Economics and Policy Research" from March 7-11 2022. This briefing note is intended to provide guidance on the modalities for each of the conference Rapporteurs. The work of the Rapporteur is crucial for recording the proceedings of the conference in a timely and concise manner. Please [click here](#) to watch the recording of the moderators training session, which is brief and will be invaluable in preparing towards the conference session. Also attached are training slide (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 presenter followed by questions from the moderator to each presenter for a total of 40 minutes. The moderator will also leave 20 minutes 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 rapporteurs** to check in ahead of time (latest a day before) with presenters/panelists and rapporteurs on the above information.

Before the Conference:

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

- **Adequately prepare:**

- Please watch/look at the detailed presentations (PPT slides) uploaded by the presenters in your session
 - **Prepare some discussion points and/or questions for the different presenters** (especially and in case there is little engagement from session participants/to keep the ball rolling). The entire session for engagement/ Q&A is stated above, so kindly build this into your schedule prior to the conference.
- **Reach out to panelists and rapporteur:**
 - Kindly **email the presenters** in your session several days before the session, asking them to upload their documents (Bios, updated abstracts (if any) and presentations uploaded to the link: [Speakers Corner](#)) as well as asking if there are specific issues, they would like you to focus on in facilitating the discussion (e.g. a particular methodological challenge they faced; unexpected empirical findings on which they would appreciate participant feedback about findings in other contexts).
 - You can connect with the presenters by searching their name in the Conference platform and hitting the '[connect](#)' button.
 - Similarly **reach out to moderators** to establish your role of time keeping and reporting for the session.
 - **Presentation time:** Please ensure that panelists' live presentation do not exceed 5 minutes via prompts and by skillfully taking charge of the session once their time runs up
 - **Separate (Summary) Slides for Presentation:** A day ahead of the session, kindly work with the moderator to ensure that panelists provide no more than an abbreviated version of the detailed PPT or poster presentation they pre-uploaded. The slides should therefore provide a very brief overview of their project and a more detailed presentation on a particularly interesting aspect of their research.
 - **Font size and colour:** Please ensure that slides are written in a font and color that are easier to read for those with reading/learning difficulties. Please ensure presentations are in a sufficiently large font size and font color contrast with the background, to help people with visual impairments.
- **Promote active engagement:**
 - To ensure a lively exchange and discussion, please make time before the session to review the pre-uploaded detailed presentations in your session and think about how to encourage participant discussion of their work. You should ideally make time for a day or at least an hour or two before the conference towards engagement between presenters and with the audience which 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
- **The agenda**
 Rapporteur should have an advance copy of the agenda so that they are aware of the following:
 - Number and titles of sessions being held during each day,
 - Number of all participants at the conference including especially names of speakers, presenters, panelists, moderators, chairpersons etc.
- **An open mind**
 - Rapporteurs are to keep the theme of the session in mind and try to capture concepts, generalizations, and items that receive special emphasis by the speaker/panelists. Also try to capture unique statements that can be nicely quoted.
- **Outlining**

- Most presentations are well organized and usually follow a set outline. Take notes as though you were reconstructing the same outline. **Capture the main points** and write a few supporting words to refresh your memory later. Under the main points, try to highlight key ideas or over-riding conclusions.
- If the speaker/panelist uses slides or viewgraphs, be careful not to get lost in the detail. **Concentrate on the speaker's/panelists' remarks**, even if it means not reading the visuals at all. Later, you can integrate some viewgraph detail into your material. Write your notes so that the next morning you can be in a position to tell a complete but short story. No doubt you will have to rewrite each presentation to fit the summary report outline.
- **Panel speakers and questions**
 - Be especially alert to those presentations that you expect to be most relevant, but don't underrate the others. Remember that **your aim is to capture the highlights of a presentation**. In taking notes of the panel discussions, bear in mind that, comments from the panel participants are not contained in their formal papers, but may be valuable and helpful additions to the summary report. Treat the question and answer sessions similarly.
- **Session Timing:**
 - Please **make 100% sure that you have the correct time for the session** you are reporting on. The default time zone for the conference is GMT. The conference begins each day at 12noon GMT.

On the day of your session:

• Session Timing

- 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.

- **'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.
- **Moderators and Presenters allowed in first**
Confex Tech Support will open the room and let the Moderator / Chair in. The moderator 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. Based on earlier engagement the moderator may let the rapporteur in as well beforehand
- **Contact all presenters and moderator**
Please check that you know how to contact each presenter 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.
- **Practice**
 - During these 20 mins each presenter will be given the opportunity to practice before the session.

- This will be a good time to finalize how you will work with the moderator to signal to presenters when they have 1 minute left and then when their time is up. For example, using the 'Raised Hand' feature / sending a note in the Chat Box, etc.

• **Admit All**

- 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'. You may need to do this a few times as people continue to log in. If you are not comfortable or forget to do this, do not worry, the waiting room will 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*

• **Introductions:**

- The moderator will introduce the session and each of the panelists/presenters and advise participants of the following
 - Remind everyone that the session is being recorded
 - Advise people they can turn off the live transcript by clicking 'hide subtitles' in the Live Transcript Button
 - Encourage participants to ask questions in the Chat box
 - Advise participants of the format of the session – i.e. all panel moderated questions will happen first and then Q&A from participants.
 - Encourage participants to have their camera's on if their bandwidth allows
 - Encourage participants to evaluate the session afterwards.
 - Advise participants 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, you will lose participants as they move to sessions in the next time slot. Use your judgment – so you can allow a particularly engaged discussion to run ***slightly*** over time ***but no more than 5 mins***

During the session:

- **Uninterrupted discussion and question times**

- Moderated discussion will take place without questions from audience. Once the presentations are over, the questions in the chat box will likely be read by the moderator who will open the floor to questions and comments.
- Take note of questions and responses from a diversity of people (including attendees from different genders, younger members, early career researchers, or a member of a minority group. This helps create an inclusive environment where all members are welcome and encouraged to participate.

- **Compilation of summary panel discussions/presentations**

- Summary panel discussions/presentations should be completed before a rapporteur's next schedule. Presentations should be made using the agreed template/ format as provided by the conference management team (CMC) and should be in summary form and analytical - no verbatim reporting.

Mechanics of taking notes	
Rapporteurs should work as teams and each team (covering any one session) should submit only one summary presentation. Summary presentations <i>must be submitted to relevant reviewers (CMC) after the session, on the same day.</i>	
Where to sit	Always sit as close as possible to the speaker's position. Some presenters may mumble or have idiosyncratic ways of speaking. In spite of audio enhancement systems, it helps to sit close to the speaker to capture emphasis, feeling, and attitude.
Lighting	Try to sit under a strong ceiling light to give you the best illumination possible to help in note-taking.
Equipment (writing materials)	It is important be sure to come equipped with several pens, pencils, note pads, laptop etc. If you use a tape recorder, be sure you have enough tapes. If you use a camera, be sure to have film rated for use in a darkened room

At the end of the session:

- The session will end with the moderator thanking the panelists/presenters and reminding participants that they are able to access full presentations as earlier indicated and to provide feedback on the session using the evaluate button linked to the session on the conference platform

Please note the following:

- If panelists/presenters have not uploaded a presentation in advance, they can still take part in the panel discussion

NOTICE:

Please note that rapporteurs are to provide brief notes at the end of each session and fuller notes by the end of the week.

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 reporting!

The AfHEA Conference Organizing Team