African Health Economics and Policy Association

Association Africaine d'Economie et de Politique de la Santé

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Dear Poster Presenter and Moderator,

Thank you once again for your willingness to contribute your session to the success of 6th AfHEA scientific conference, March 7-11 2022. Your role is key in ensuring a lively and rich discussion during the session. Please click here to watch the recording of the moderators training session and click here to watch the recording of the webinar (presenter) 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. Poster presenters are encouraged to login with their login IDs and upload a copy of their poster *via Speakers Corner* to the AfHEA conference platform latest **by March 4, 2022**. This will enable full dissemination of findings to those who are interested to view the full presentation ahead of time and ask questions during poster sessions. All registered delegates will be able to view these E-posters at any stage before, during and after the conference.

*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 poster presentation per 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 poster 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 via Speakers Corner 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 the poster presenters and moderators** to check in ahead of time (latest a day before) on all parties and rapporteurs on the above information. To make the most of this opportunity for discussion, the role of the moderator will be crucial. The moderator will be expected to have viewed each of the posters prior to the session (with all of the poster presenters in the session also being encouraged to do so). During the session itself, the moderator will introduce the session and guide the discussion. While there is diversity in content across posters in each session, there are some*

on closely-related issues that could be grouped together. Delegates attending the session can be encouraged to open each poster's PDF and initially have a structured question and answer session. The moderator can also direct the discussion towards particularly interesting methodological issues or important findings, particularly where this could refer to several posters on similar topics. If levels of discussion are poor, the moderator can invite discussion among the presenters, and provide their own thoughts and feedback, such that all presenters in the session receive feedback on their work.

Towards the end of the session, the moderator will bring the session to a close, thanking the presenters and reminding participants that they are able to access full E-poster presentations if they have not already done so.

Before the Conference:

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

- **Adequately prepare:**
  - Please read the detailed poster presentations (PPT slides) uploaded by all presenters in your session.
  - Both poster presenters and moderators should *prepare key discussion points* and presenters should ***anticipate*** likely questions from all parties. The moderator will *prepare 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, moderator and rapporteur:**
  - Presenters are to **email their moderators and vice versa** in their session several days before the session. Moderators should remind presenters to upload their documents (Bios, updated abstracts (if any) and presentations uploaded to the link: Speakers Corner for presenters only) 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 rapporteurs** to establish their role of time keeping and reporting of the poster session.
  - **Presentation time:** Moderators and panelists are to ensure their live presentation does not exceed 5 minutes via prompts and by skillfully ending off the poster session once time runs up
  - **Separate (Summary) Poster for Presentation:** A day ahead of the session, moderators are to ensure that panelists provide an abbreviated version of the detailed poster they pre-uploaded. The poster 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 posters 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, poster presenters and moderators are to make time before the poster session to review the pre-uploaded detailed presentations in their session and think about how to encourage participant discussion. Ideally making time for a day or at least an hour or two before the conference towards engagement

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between presenters and with the audience will be valuable in promoting discussion in the session.

o You can find the poster presentation on the conference platform here by searching for your session and then clicking on each individual presentation

- **Session Timing:**
  o Please **make 100% sure that you have the correct time for the poster session** you are presenting or moderating. 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**
  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. The moderator will then *let ONLY the poster presenters / discussants into the room*. Everyone else will remain in the waiting room until the panel is ready to open the poster session up to all who wish to attend or the time runs up for the commencement of the poster session.

  o **Contact all presenters**
    Presenters should check that they know how to *contact the moderator and vice versa 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 all presenters know the running order for the session.
    - Please ensure you know the correct pronunciation of the moderator and presenters' names
    - This will also provide the opportunity to ensure your audio and video is working.
    - Please finalize how moderator will signal poster 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**
  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 be deactivated by Confex at the start of the session time and everyone will be able to automatically enter the room at that time.

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Once the session starts:

- **Session structure for Poster 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:**
    - ○ Presenters and moderators are encouraged to speak slowly and clearly, and to frame discussions as openly and inclusively as possible, taking 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, moderators and poster presenters are to practice a targeted discussion **no more than 5 mins**

During the session:

- **Uninterrupted discussion and question times**
    - ○ Please ensure moderated discussion takes place without questions from audience, before moving on to discussion with audience later.
    - ○ Once the presentations are over, you can read the questions in the chat box and open the floor to questions and comments.
    - ○ Take a few questions at a time if you are comfortable doing so, ensuring there are questions from a diversity of people (including attendees from different genders, younger members, people with BME backgrounds etc).
    - ○ If taking only one question at a time, try rotating questions based on gender, an early career researcher, or a member of a minority group. All session moderator/chairs are asked to follow this practice. This helps create an inclusive environment where all members are welcome and encouraged to participate.
    - ○ 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
    - ○ Invite comments from panelists/presenters on each other's research, and provide your prepared comments and questions if discussion from session participants is over or poor

(we are encouraging all panelists/presenters to prepare by viewing the presentations of other papers in the session as well)
- o Try to **ensure that all panelists/presenters receive some questions or feedback** on their work/ avoid too much focus on only one presentation

At the end of the session:

- End the session by thanking the poster 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 poster presentation in advance, they can still take part in the panel discussion

NOTICE:

Please note if a presenter does not show up, the session moderator or chair **cannot** show their 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 moderating and presenting!

The AfHEA Conference Organizing Team

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