African Health Economics and Policy Association

Association Africaine d'Economie et de Politique de la Santé

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Dear Conference Participant,

Thank you once again for your registration to participate in 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 session of the conference. 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 25 minutes for audience interaction. You are encouraged to put your questions in the chat space. Efforts will be made to provide answers to chat questions not answered during the session due to time limits**.*

*Please note that session timing must be **strictly** adhered to as the session's zoom platform automatically shuts off once the time is up. We encourage all registration and payment to be kindly concluded by **4th March 2022**. Each session is one hour and fifteen minutes (1hr: 15min) long. All sessions are in GMT by default. It is thus your responsibility to check in ahead of time (latest a day before) on actual session timing to avoid delays or totally missing sessions.* To access the platform, please log in here with your:
- Registration ID #:
- Last name:
- Password:
We recommend that you bookmark the platform login page to ensure easy access.

Before the Conference:

We appreciate your investing some time in preparing for the conference:

- **Adequately prepare:**
  - Please read the detailed presentations (PPT slides or posters) uploaded by the presenters ahead of time to be able to fully engage and contribute to discussions.
  - **Please prepare your questions for the different presenters taking into consideration** the entire time for engagement/ Q&A as stated above.
  - You can connect with the presenters by searching their name in the Conference platform and hitting the *'connect'* button.
- **Presentation time:**
  - Presenters will prepare for their live PPT or poster presentation (which is 5 minutes per each PPT presentation, poster presentations have a flexible timing for engagement). Presenters will use an abbreviated version of their detailed PPT or poster presentation

which they pre-uploaded. The slides or poster will provide a very brief overview of their project and a more detailed presentation on a particularly interesting aspect of their research.

- **Promote active engagement:**
    - o To ensure a lively exchange and discussion, we encourage you to make time before the session to review the pre-uploaded detailed presentations. You should ideally make time for a day or at least an hour or two before the conference.
    - o 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**
  All participants should have an advance copy of the agenda so that they are aware of the following:

    - o Number and titles of sessions being held during each day,
    - o Names of speakers, presenters, panelists, moderators, chairpersons etc.
    - o Participants are encouraged to keep the theme of each particular session in mind
- **Session Timing:**
    - o 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:

- **Session Timing**
- o Again, please make 100% sure ahead of time that you have the correct time for each session (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 10 minutes before the start.**
    - o **'Join Now'**
      A 'Join Now' button will appear on the online platform by your session 10 minutes before your session start time. Please try to join the session latest 5 minutes before the start of the session. This will allow you to check the zoom access and system functionality. By clicking 'Join Now' you will be able to enter the zoom waiting room.

    - o **Waiting room**
      Participants will remain in the waiting room until the moderator opens up the session.

Once the session starts:

- **Session structure for Plenary/Individual Parallel sessions:** The session is 1hr:15 minutes long (duration for Poster sessions only is 30 mins):
    - o **_5 mins_**- _Introduction of presenters/panelists by moderator and brief background on the session topic_
    - o **_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_
    - o **_25 mins_**- _Participant/Audience interaction and Q & A_ **steered by moderator**
    - o **_5 mins_**- _Moderator final remarks_

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- **Introductions:**
  - o The moderator will introduce the session and each of the panelists/presenters and provide participants with a brief overview
  - o With each session being 1hr:15 for session presentation and 30 minutes for poster presentations, participants are encouraged to keep contributions and questions brief to enable more participants to be able to contribute and/or ask questions

During the session:

- **Important tips to get the most out of your online experience:**
  - o Commit to participating in the Conference fully and mark the days as "Unavailable" in your calendar
  - o Put an Out of Office message on your email system and switch off on-screen alerts of new messages
  - o Focus on the conference – avoid checking your inbox while you are listening to sessions. You may find it easier to focus if you take notes, jot down questions that you might ask of the presenter, or do something mindless such as doodling while you are listening.
  - o Engage actively in the sessions you attend by adding questions and comments in the chat box during presentations and engaging in the discussions afterwards; live session presentations will be brief leaving plenty of time for discussions
  - o If there is a time slot when there isn't a session you are interested in attending, view some of the E-posters or pre-uploaded/pre-recorded oral presentations of abstracts you are particularly interested in
  - o Explore exhibition stands to learn of the collections and products on display
- **Uninterrupted discussion and question times**
  - o 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.

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:

- The conference platform will remain accessible for the entire period of the conference. Participants are encouraged to connect and engage with other participants or visit the exhibition space to have access to information and other downloadable materials.
- There are many presentations taking place during the conference, including 5 plenaries sessions as well as 3 pre-conference training workshops. Participants are encouraged to participate in as many sessions as possible for a thoroughly enriching experience.

Technical Support for Virtual Platform:

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If you are having issues logging into the platform or cannot access presentations/posters, please contact Confex tech support on the meeting app or our technical support team: Daniel Achala @ danny.achala@yahoo.com and Elizabeth Adote @ elizadote@gmail.com .

Thank you and enjoy the conference!

The AfHEA Conference Organizing Team

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