



African Health Economics and Policy Association

Association Africaine d'Economie et de Politique de la Santé

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Dear Session Moderator/Plenary Chair,

Thank you once again for your willingness to moderate/chair a session during the 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 – 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 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.***

*Please note that session timing must be **strictly** adhered to as the session's zoom platform automatically shuts off once the time is up. Moderators 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). All Bios should also be sent to **Grace via grace.njesh@gmail.com** and copy Daniel via danny.achala@yahoo.com and afhea08@gmail.com. All sessions are in **GMT** by default. It is thus the **role of session moderators** 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

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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 session.
- **Presentation time:**
 - Please ensure that presenters' live presentation do not exceed 5 minutes via prompts and by skillfully taking charge of the session once their time runs up. A day ahead of the session, kindly ensure that panelists provide no more than 4 slides for their 5-minute live presentation which should be an abbreviated version of the detailed 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 remind presenters 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
- **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:

• Session Timing

- Again, please make 100% sure ahead of time that you have the correct time for the session in which you are moderating (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.

○ **Allow in Presenters and Rapporteur ONLY**

Confex Tech Support will open the room and let you as the Moderator / Chair in. As moderator, you will need to let ONLY the presenters / discussants into the room together with the rapporteur. Everyone else will remain in the waiting room until you are ready to open the session up to all who wish to attend.

○ **Contact all presenters**

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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 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 presenters' names
- This will also provide the opportunity to ensure your audio and video is working.
- Please finalize how you as moderator will signal to them 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 (duration for Poster sessions ONLY is 30 mins):

- **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
- **25 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:**

- Introduce the session and each of the panelists/presenters and please 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.

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- Each session is 1hr:15 minutes. 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

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

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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!

The AfHEA Conference Organizing Team

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