



# African Health Economics and Policy Association

Association Africaine d'Economie et de Politique de la Santé

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Dear Poster Presenter,

Thank you once again for your willingness to contribute your presentation to the success of the 6<sup>th</sup> 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 any 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 poster session format for this year's conference will be **presenter-led discussions** followed by engagement or discussions on the poster presentation/Q & A. This will take the form of a **thirty (30) minutes session with audience interaction**. All sessions are in GMT by default.*

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 **4<sup>th</sup> March 2022**, which can then be accessed by all participants to acquaint themselves with the content of each session's materials and to guide questions where necessary. All Bios should also be sent to **Grace via [grace.njesh@gmail.com](mailto:grace.njesh@gmail.com)** and copy Daniel via [danny.achala@yahoo.com](mailto:danny.achala@yahoo.com) and [afhea08@gmail.com](mailto:afhea08@gmail.com). It is thus the **role of the poster presenters** to check in ahead of time with rapporteurs (latest a day before) on the above information. While there is diversity in content across posters in each session, there are some closely-related issues that could be grouped together.

## Before the Conference:

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

- **Adequately prepare:**
  - Poster presenters are encouraged to design and upload attractive posters, and to prepare an abbreviated version for presentation
  - Poster presenters should *prepare key discussion points* and **anticipate** likely questions from all parties.
- **Reach out to rapporteur:**
  - Poster presenters are to **reach out to rapporteurs and vice versa** in their session several days before the session.

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- **Upload all documents:**
  - Please upload your documents (Bios (send a copy to contacts indicated above), updated abstracts (if any) and presentations to the link: [Speakers Corner](#))
  - You can connect with the rapporteurs by searching their name in the Conference platform and hitting the '[connect](#)' button.
- **Presentation time:**
  - Poster presenters are to ensure their engagement does not exceed the 30 minutes. A day ahead of the session, poster presenters are to kindly 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 posters 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 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 between presenters and with the audience will be valuable in promoting discussion in the session.
  - 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:**
  - Please **make 100% sure that you have the correct time for the poster session** you are presenting. 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.
  - **Poster Presenters ONLY**  
Confex Tech Support will open the room and let the Poster presenter in. Everyone else will remain in the waiting room until it is time to open the poster session up to all who wish to attend or the time runs up for the commencement of the poster session.
  - **Contact all presenters**  
Presenters should check that they know how to [contact the Confex tech support and vice versa if they do not show up](#). Confex Tech Support is responsible for advising AfHEA if a poster presenter or chair has not shown up [with the support of AfHEA staff](#).
  - **Practice**

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- During these 20 mins poster presenters will have the opportunity to practice sharing and un-sharing their screen.
- Please make sure that you know the running order for the session.
- This will also provide the opportunity to ensure your audio and video is working.
- Please request the support of the rapporteur on time keeping signals when time is running up or is up. For example, using the 'Raised Hand' feature / sending a note in the Chat Box, etc.

• **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.

**Once the session starts:**

• **Session structure for Poster sessions:** The session is thirty minutes long:

- **30 mins**- *Introduction and brief background on the poster topic, **Presenter-led discussions** with audience engagement or discussions on the poster presentation/Q & A and final remarks*

• **Speaking during the session:**

- Presenters 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 presenter will advise participants of the following during the brief introduction:
  - 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 as indicated above.
  - Encourage participant evaluation (if any) 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.
- With each poster session being 30 minutes, poster presenters are to practice a targeted discussion of **no more than 5 mins**

**During the session:**

• **Uninterrupted discussion and question times**

- Please ensure poster discussion takes place with questions from audience, 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.

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- 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

**At the end of the session:**

- End the session by thanking 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 (if any) 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 have a discussion

**NOTICE:**

Please note if a poster presenter does not show up, the designated tech support **cannot** show their pre-uploaded poster.

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

Thank you and happy moderating and presenting!

The AfHEA Conference Organizing Team

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