

# NNN 2019 Workshop Submission Form

A downloadable pdf version of the questions can be downloaded on the NNN Website.

Please ensure that you have read and agree to the below notes and expectations to assist in the preparation of workshop submissions:

- The proposed workshop timetable will provide for 15 workshops over Tuesday 17th and Thursday 19th September 2019 with each workshop allocated 1.5 hours.
- A selection committee will consider proposed workshop topics. Those that most closely align with the NNN conference theme - Our Vision Beyond 2020: Many Partners, One Voice - and the strategic objectives of the NNN will have the strongest chance for selection.
- Whilst there are no limits to the number of workshops you can propose, during the submission process we will ask you to prioritise your submissions to maximise the number of individuals & organisations able to host a workshop.
- If you propose a panel session in your workshop please consider the number and mix of panellists.
- Please note that all participants of your workshop, including any speakers, moderators and rapporteurs must register with full payment in order to have access to the NNN Conference rooms, and therefore participate in the workshop.
- Workshop Submissions must be sent no later than Wednesday 15th May 2019.
- Successful workshop proposals will be notified by email by Friday 7th June 2019.

Once successful applicants have been notified they will be sent a editable google doc to develop and complete for both their Workshop Logistics and Workshop Agenda. We ask that this is completed in time for the information to be uploaded onto the system before the app launch, by Friday 2nd August 2019.

A secondary deadline of Friday 23rd August will give you three weeks to check the app, finalise your speakers and make any final amendments before the information is taken for the posters that will be produced for your workshop.

Please provide the name and contact details of the person proposing the workshop. This individual will be the selection committee and events' team's point of contact for logistical information and will be expected to complete the aforementioned google documents. This 'Convenor' will also be responsible for the coordination of speakers, moderators and rapporteurs for the workshop.

**\*Required**

**1. Email address \***

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**2. Convenor Full Name \***

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**3. Convenor Organisation \***

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**4. Convenor Job Title \***

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**5. Convenor Phone number (inc country code)**

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## Details of the Workshop

Please provide details of the proposed workshop and how it will address the NNN Conference theme. Do note that the finer details can be finalised and tweaked once the workshops have been selected.

**6. 1. Title of Workshop - What is the issue the workshop aims to address? \***

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**7. 2. If this is not your only proposed workshop for NNN 2019 please indicate which workshop proposal is your first priority**

*Mark only one oval.*

- This is my only proposed workshop
- Other: \_\_\_\_\_

**8. 3. Workshop Introduction - Summary of the session for agenda (75 words maximum) \***

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**9. 4. Overall aim of the workshop and why it is important for the audience of the NNN (500 words maximum) \***

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**10. 5. Workshop plan - Briefly outline the proposed flow of the workshop and active engagement of participants to achieve your workshop aim \***

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11. **6. Link to NNN’s BEST framework: Which component of Behaviour, Environment, Social inclusion and Treatment and care does the workshop link with? If the theme is cross-cutting, please explain the link to BEST: \***

*Mark only one oval.*

- Behaviour
- Environment
- Social Inclusion
- Treatment and Care
- Other: \_\_\_\_\_

12. **7. Ideal discussion size - Indicate minimum and maximum number of participants \***

\_\_\_\_\_

13. **8. Rapid fire session. In the event of oversubscription of high quality workshop submissions, there may be an opportunity to condense workshop proposals to short 10 minute presentations within a Rapid-Fire Session. Please indicate if you would like your workshop submission to be considered for rapid-fire inclusion should it be unsuccessful in securing a full 1.5 hour slot. \***

*Mark only one oval.*

- Yes
- No

### Moderators, Speakers & Rapporteurs

Please note that all participants of your workshop, including any speakers, moderators and rapporteurs must register with full payment in order to have access to the NNN Conference rooms, and therefore participate in the workshop.

14. **Workshop moderator(s) - Include name, title, organisation and country of work – with a new line for each moderator \***

(maximum of 2)

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15. **Workshop moderator(s) - email address (separated by ; ) \***

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**16. Workshop speaker(s) - Include name, title, organisation and country of work – with a new line for each speaker \***

(maximum of 4)

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**17. Workshop speaker(s) - email address (separated by ; ) \***

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**18. Workshop rapporteur(s) - Include name, title, organisation and country of work – with a new line for each rapporteur \***

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**19. Workshop rapporteur - email address (separated by ; ) \***

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### **Any other information?**

**20. Outline any additional information you would like the selection committee to be aware of (75 words maximum)**

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**If you have questions or need help or advice with this submission, please contact [admin@nnnevents.com](mailto:admin@nnnevents.com)**

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