NNN Conference 2020: Workshop Submission Form

A downloadable pdf version of the questions can be downloaded on the Agenda & Workshops part of the NNN Website.

Please make sure to read through the notes below before submitting your proposal.

A selection committee will consider proposed workshop topics. Those that most closely align with the NNN Conference theme - Accelerating to 2030: Building Resilient NTD Programs in a Changing World - and the strategic objectives of the NNN will have the strongest chance of selection.

The committee will select proposals using these criteria:

1.   Relevance to multiple NTDs: the workshop should provide learning relevant to multiple NTDs; disease specific workshops and presentations should be framed explicitly to enable lessons to be drawn for other diseases.

2.   Clear objectives: the proposal should have clear learning objectives and demonstrate how the structure of the workshop will achieve those.

3.   Quality of proposal: the proposal should include a clear background on the issue/s to be discussed, rationale for conducting a workshop including how the workshop will build on previous discussions, and explanation on how the workshop conclusions will be followed up by the organisers.

4.   Interaction and participation: The workshop should be structured to encourage audience participation. Workshops containing only presentations or panels are less likely to be selected.

5.   Diversity of speakers/facilitators: The workshop should involve a range of participants across multiple organisations including speakers from endemic countries, or persons affected by NTDs.

- 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 in 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 Thursday 30th April 2020.
- Successful workshop proposals will be notified by email by week commencing Monday 25th May 2020.
Once successful applicants have been notified, they will be sent an 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 Monday 27th July 2020.

A secondary deadline of Monday 17th August 2020 for selected submissions 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 lead. This individual will be the selection committee and events' team's point of contact for logistical information. The Convener will also be responsible for the coordination of speakers, moderators and rapporteurs for the workshop.
*Required

1. Email address *

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2. Convener Full Name *

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3. Convener Organisation *

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4. Convener Job Title *

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5. Convener 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.

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 2020 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 *

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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, email 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

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Google Forms