

Terms of reference: Conference Committee

1. Background

NTDs are a group of treatable and preventable diseases that continue to affect over one billion of the world's most impoverished, marginalised people living in remote communities. Non-governmental organisations (NGOs) play a key role in the fight against these diseases.

The NTD NGO Network (NNN) is a global forum for NGOs to contribute to the global control, elimination, and management of consequences of NTDs outlined within the internationally agreed World Health Organization's (WHO) NTD road map.^{1,2}

Our vision is a world free of NTDs.

Our purpose is to enhance the contribution of NGOs towards that vision.

Our objectives to achieve our vision and purpose are:

1. To be the unified NGO voice on common issues to achieve our NTD goals.
2. To enhance our community of practice through membership engagement, learning and sharing knowledge.

Our values of participation, legitimacy, creativity, and independence guide our NNN community in achieving these objectives.

Our membership is open to any NGO or academic institution³ that is engaged in the fight against NTDs. Other organisations are welcome to join our work as active observers.

NNN is governed by an Executive Committee, comprised of representation from various NGO disease-specific, cross cutting and other groups and the Conference Committee that will enable the network to successfully meet the objectives of NNN.

2. Purpose of the Conference Committee (CoCo)

The Conference Committee (CoCo), led by the NNN Vice-Chair, is responsible for planning and organising the flagship annual NNN conference, its evaluation, and preparation of a final report. The work of the Conference Committee is undertaken through a series of standing and ad hoc task groups and in conjunction with a professional conference organiser (PCO).

The five standing task groups include:

¹ <https://www.who.int/publications/i/item/9789240010352>

³ Based on the principle that most academic and research institutions are registered NGOs – they are welcome to become members based on the understanding of this principle.

1. A **Conference Logistics Task Group** which will work closely with the PCO to:
 - Collaborate with the PCO to design their scope of work for the annual conference.
 - Review and track the conference planning timeline with key milestones and submit to the NNN SC for approval
 - Coordinate conference logistics with the host, venue (if applicable) and additional conference partners including the technical team of the PCO
 - Collaborate with the PCO and the Vice Chair to develop the structure and agenda for the annual conference
 - Lead the development of the post-conference survey to capture delegate's feedback
 - Support the coordination of COVID-19 risk mitigations measures with local vendors and PCO team

2. A **Sponsorship Task Group** which will:
 - Review the 'Levels of Sponsorship' table underpinning the basis of the conference sponsorship program and update it based on the range of sponsorable activities, conference theme, venue, and host country/organisation.
 - Coordinate approaches to sponsors and negotiate basis of support in coordination with the NNN Vice-Chair
 - Maintain a record of approaches to potential sponsors and their feedback.
 - Prepare and revise the sponsorship table of benefits to be available to include communications strategy, key messages, banners and signage, and other promotional materials, in conjunction with the conference communications task group.
 - Work with PCO to complete a reconciliation of conference sponsorship for inclusion in the conference report.

3. A **Workshop Task Group** which will:
 - Review the scope of the workshop selection criteria in line with the conference theme.
 - Prepare the call to members for workshop submissions, in conjunction with PCO and the Vice Chair
 - Lead and manage the submission, review, and selection process of workshop submission
 - Coordinate the selection of the panel of experts to support the review of submitted workshop
 - Maintain adequate communication with all parties (Workshop lead, PCO, Expert panel,) for the duration of the review and selection process
 - Recommend a proposed workshop programme to the CoCo for presentation to the ExCo for endorsement,
 - Coordinate with workshop leaders through PCO to ensure their preparedness for the annual conference.
 - Analyse the approach taken to capture learning for future conferences.

4. A Travel Awards Task Group which will:

- Liaise with travel award sponsor(s) to confirm the annual allocation of travel support for the awards programme.
- Review the scope of eligibility criteria for the awards in relation to the country location of the conference.
- Prepare the call for application to members for the travel awards, in conjunction with the PCO.
- Review the applications received and recommend a proposed group of travel recipients to the CoCo for presentation to the ExCo for endorsement.
- Prepare the final awardee list and liaise with the PCO for communications to successful and unsuccessful applicants, including any strategy of second round offers to those on the waiting list.
- Analyse the approach taken to capture learning for future conferences.

5. A Conference Communications Task Group which will:

- Identify potential conference themes and submit to the SC and ExCo for approval
- Prepare the TOR for the high-level panel sessions of the conference in collaboration with the Vice-Chair
- Prepare key messaging and talking points for Chair and other keynote speakers during opening and closing sessions
- Prepare a social media plan and toolkit for sharing with members and delegates in collaboration with the NNN Communication Task Team
- Prepare NNN-branded workshop presentation templates, relevant banners, signage and other promotional materials in collaboration with the NNN Communication Task Team
- Support the PCO as the conference platform is populated.
- Coordinate relevant media release and any press coverage for the conference.
- Book and liaise with professional photographer when needed.
- Prepare the conference report which will include an overview of the conference feedback, coverage and the conference communiqué developed by the NNN Influencing and Communications Task Teams.
- The Task Group Leader will be the NNN 2020 Communications Task Team lead. Materials will be proposed for endorsement of the CoCo and produced in conjunction with the PCO.

Ad hoc task groups may be proposed by the CoCo Chair to the NNN Steering Committee for endorsement.

6. A High-Level Plenary Task Group

- Lead the development of the high-level plenary sessions TOR (Opening, Closing, or Special Session as relevant)
- Identify and brainstorm on relevant stakeholders to be invited during the plenaries
- Serve as the direct point of contact with identified stakeholders and their organizing teams to coordinate all logistics preparation



- Collaborate with the PCO technical team for the shaping, planning, and execution of the plenaries
- Develop and ensure distribution of thank-you notes to the invited stakeholders post-conference

3. Membership of the CoCo

The committee comprises:

- The Vice Chair of the NNN who acts as the Chair of the CoCo.
- Task group leaders for the five standing CoCo task groups and any leaders of endorsed ad hoc task groups.
- A nominated point of contact from the PCO.

Chairs of each task group will be appointed by the Steering Committee.

Membership of the task groups will be open to NNN members and there will be no restriction on the number of members of each standing or ad hoc group. Potential task group members are requested to consider the allocation of time needed and communicate openly with their line managers to ensure organisational support for their volunteer contributions to the NNN annual conference.

4. Roles and Responsibilities

Applicable to all

- All members of the CoCo and their task groups should adhere to the values of the NNN in all their efforts and decision making.
- All members should actively contribute to the activities of the CoCo and their task groups and attend the regular meetings.
- All positions are voluntary and non-remunerated.

The Chair

- Sits on the NNN ExCo, as well as the Steering Committee, and will act as the liaison between the wider NNN community and this committee.
- Chairs the CoCo meetings and manages the conference planning timeline and agreed deliverables.
- Briefs the incoming NNN Vice Chair, who will take over the responsibility of organising the annual conference.

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