

NNN Conference 2024 Submission Portal

Workshop, Rapid Fire, Poster & Film Submission Guidance

Submissions that most closely align with the NNN Conference 2024 theme: "**Collaboration for Change: Fostering Global Equity and Strengthening Community Engagement**" and the strategic objectives of the NNN will have the strongest chance of selection. The theme reflects NNN's commitment to foster global equity, emphasise cross-sectoral collaborations, and highlight regional contexts and a broader spectrum of NTDs. It stands on the pillars of the WHO NTD Roadmap and also forms the basis of our sub-themes. This year we also aim to enhance discussions on Global Equity with greater focus towards regional collaborations and open discussions on bettering community engagement.

Please make sure to read through the notes below before submitting your proposal. A selection committee will review the proposals that are received no later than **Sunday 28th April 2024 23:00 ET. Please note this is a 1 week extension from the previous deadline of 21st April.**

Submission Types

This year we are delighted to offer our members the opportunity to submit proposals for:

- **90 Minute Workshop sessions.** There are 12 workshop sessions each lasting 90 minutes, organised in three parallel sessions over the course of the three-day conference. Workshop submissions that are not selected for the conference will still be considered for a Rapid Fire session, if desired.
- **Rapid Fire presentations.** The Rapid-Fire presentation will consist of a 9 - 12 minute presentation in either PPT or video format (if you are unable to present in person) followed by a Q&A session, eg., videos may showcase programme implementation or best practices.
- **Poster presentations.** Poster Presentations will take place on one day of the Annual NNN Conference 2024. We will accept a limited number of posters that cater to the larger NNN Theme and subthemes from early career professionals and full-time students registered on undergraduate programmes in LMICs. Individuals who submit their posters to the conference will be required to attend the conference and present in person. We will not be accepting virtual posters for this iteration of the conference.
- **Storytelling Films.** Storytelling Films allow the audience to connect with the story on a deeper level. This year, we are accepting a limited number of short 7-10 minute films / videos to be shown at the NNN Conference 2024. These films / short movies should focus more towards the storytelling aspect of NTDs which could include impact storytelling, experiences of persons affected by NTDs and community voices from NTD

endemic regions. All films should be in English or with English subtitles if in another language.

Conference Sub-Themes

The Conference Committee has carefully curated a programme and considered sub-themes that are of interest to the NNN community and is inviting submissions in the following sub-themes. Please note whilst we have offered several examples for each sub-theme, these are not restrictive and are only for guidance, we encourage you to be creative and explore different topics and ideas:

Sub-theme	Examples may include but are not limited to:
Addressing Social Determinants for Health	A multifaceted approach to uncover and tackle the root socio-economic factors that impact health outcomes in NTDs, fostering a more holistic approach to disease management and prevention.
Advancing Health Equity for Hard-to-Reach Communities	Focused efforts to identify and engage underserved populations, ensuring that NTD healthcare is accessible and equitable for all, regardless of geographic or socio-economic barriers.
Building and Utilising Evidence for Equitable Action	Strategic use of data and research to advance policies and interventions that are both effective and equitable, ensuring that actions are guided by empirical evidence.
Community-Centric Communication and Advocacy	Direct engagement with communities to enhance awareness of NTDs, employing advocacy that resonates with and is driven by those affected, fostering community empowerment.
Cross-Sectional Streams	Integrating NTD initiatives with broader health and developmental agendas, creating synergy between different sectors to enhance overall impact.
Health Systems Strengthening and Capacity Building	Enhancing the infrastructure, resources, and capabilities of health systems to ensure they are better equipped to tackle NTDs effectively.
Mental Health, NTDs, and Quality of Life	Addressing the often-overlooked mental health aspects of NTDs, including the impact of stigma and myths, to improve overall well-being and quality of life.

<p>Innovative Technologies and Community-Driven Solutions</p>	<p>Utilising cutting-edge technologies and harnessing community-led initiatives to bring novel, effective solutions to the fight against NTDs.</p>
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Workshops Review & Selection Criteria

The workshop submissions will be selected using the following criteria:

1. **Relevance to multiple NTDs:** the workshop should provide learning relevant to multiple NTDs or share best practice/evidence of cross sectoral collaboration of NTD with other areas of health; disease specific workshops and presentations should be framed explicitly to enable lessons to be applied to other diseases.
2. **Clear objectives:** the proposal should have clear learning objectives and demonstrate how the structure of the workshop will achieve those objectives.
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. **Innovation:** the workshop should bring or share ideas that can be replicated, highlight new learnings, tools, knowledge, samples of best practice or innovation to the conference.
5. **Interaction and participation:** the workshop should be structured to encourage a broad range of audience participation. Workshops containing only presentations or panels with no audience interaction are less likely to be selected.
6. **Diversity of speakers / facilitators / panellists:** the workshop should involve a range of participants across multiple organisations with an emphasis of engagement and participation of youth in the workshop, including speakers from NTD endemic countries; across genders; or persons affected by NTDs. Proposals that do not include a wide range of representation across these criteria will not be considered.
7. **In-person workshop leader:** the workshop must be facilitated by at least one person who will be in attendance in-person in Kuala Lumpur, Malaysia. In addition, it is strongly recommended for the Workshop Lead to attend in-person as much as possible. The 2024 Conference will be an in-person conference with virtual streaming of the sessions.

While there are no limits to the number of workshops you can propose, during the submission process we ask you to prioritise your submissions to maximise the number of individuals & organisations able to host a workshop. Please note that all participants in your workshop, including any speakers, moderators and rapporteurs must register to have access to the NNN Conference rooms, and therefore participate in the workshop.

Rapid Fire Review & Selection Criteria

The Rapid Fire Submissions will also be considered on a selection of the below Review Criteria with a focus on diversity across the Rapid Fire Sessions:

1. Relevance to multiple NTDs
2. Clear objectives
3. Quality of proposal
4. Innovation

Poster Review & Selection Criteria

For the first time in a NNN Conference, poster submissions will also be considered on a selection of the below review criteria with a focus on diversity across the presentations:

1. Clear objectives
2. Quality of proposal
3. Innovation
4. Corresponding Author to be In-Person Presenter

Storytelling Film Review & Selection Criteria

For this year's conference, we will also select films which will be shown at the NNN Annual Conference 2024. The selection of films will be judged on:

1. Quality of Proposal
2. Innovation
3. Community Voices: Community Voices from NTD endemic regions - these could be stories that talk about community health volunteers, community leaders, or people who have done exemplary work within their communities to help persons affected by NTDs.
4. Lived Experiences: Impact Storytelling of Lived Experiences of Persons Affected by NTDs - these could be stories that show the challenges of living with NTDs or stories about people with lived experiences who have contributed to their society or community. It should highlight the challenges that come with living with NTDs.

Key Dates

All submissions must be sent no later than **SUNDAY 28th April, 23:00 ET** through the NNN Portal.

Workshops:

- Successful workshop proposals will be notified by email by **FRIDAY 31st May**
- As workshop sessions are limited this year, we ask for you to please confirm and accept via email by **FRIDAY 7th June**
- Workshop presenters should attend the Workshop Lead Orientation session on **TUESDAY 11th June** (please add this date to your calendar).
- Once successful applicants have been notified, they will be sent a Google document to complete for both their Workshop Logistics and Workshop Agenda. Please complete by **FRIDAY 12th July** so that the information can be uploaded into the system.
- A final deadline for checking the online platform, finalising your speakers and making final amendments to your outline is **FRIDAY 6th September**
- Please also share all presentations and video content by this date.

Rapid Fires, Posters & Storytelling Films:

- Successful Rapid Fires, Posters & Storytelling Films will also be notified by email by **FRIDAY 31st May**
- The Rapid Fire & Poster presenter name, submission title and short description must be shared by **FRIDAY 12th July** so we can create the timetable and promote the sessions.
- A working draft of the **Storytelling Films** must be shared by **FRIDAY 12th July**
- A final deadline for checking the online platform, finalising your speakers and making final amendments to your outline is **FRIDAY 6th September**
- Please also share all presentations and video content by this date.

Nb. All speakers & presenters must register by **FRIDAY 9th August**.

Please [click here for a PDF version](#) of this guidance including the submission questions. Please [click here](#) to proceed with your submissions.

Please do not hesitate to contact admin@nnnevents.com if you have any questions regarding your submission. Thank you in advance for your submissions!

Step by Step Workshop Submission Guidance

Workshop Planning Recommendations:

- Please indicate which speakers and facilitators will be in-person in Kuala Lumpur. The workshop facilitator and at least one speaker must attend in-person in Kuala Lumpur so that the workshop can sufficiently engage with in-person attendees. Any speakers who are unable to attend must pre-record their presentation as a video - please note the Programme Committee strongly recommends in person presentations rather than pre-records.
- Consider the length of time in your agenda for meaningful discussion when planning breakout activities and establish how you will engage both in person and virtual attendees. (Nb we will only be offering break-out conversation for our in person participants this year - invite your virtual attendees to take a short break and return for the wrap up and feedback from break-out conversations).
- Whilst there is no limit to the number of workshops you can propose, during the submission process we will ask you to prioritise your submissions in order to maximise the number of individuals and organisations able to host a workshop. Please note that all participants in your workshop, including any speakers, moderators, and rapporteurs must register for the event in order to have access to the NNN Conference rooms, and therefore participate in the workshop. This applies to both virtual and in-person participants. In the submission, please specify after every name if attending virtually or in-person.
- Please note that the proposal submission for the workshop must be in English. While the NNN are unable to cover the interpretation services for workshops, MYT, the professional conference organiser (PCO) can recommend Interpretation Suppliers for you to obtain quotations.

How to use the submission portal:

1. [Login](#) or create a [new user profile](#) to begin
2. Once you have created a profile and you are logged in, head to the “Submissions” page and click “add new”. From the submissions tab you can access any of your saved submissions
3. Complete the submission form
4. Select “save & continue later” - You will be able to continue editing your document until **Sunday 28th April 2024 23:00 ET** by pressing “save & continue later” as you go
5. Select “save & submit” **only when it is final.**

Submission Category

Submission Group: Please select from Workshop, Rapid Fire, Poster or Storytelling Film:

- Workshop (90 minutes)

Submission Subgroup: Please select 1 of the below sub-groups and themes for your submission:

- Addressing Social Determinants for Health
- Advancing Health Equity for Hard-to-Reach Communities
- Building and Utilising Evidence for Equitable Action
- Community-Centric Communication and Advocacy
- Cross-Sectional Streams
- Health Systems Strengthening and Capacity Building
- Mental Health, NTDs, and Quality of Life
- Innovative Technologies and Community-Driven Solutions

Submission Lead Information

Please list the main contact for your submission who will be the main point of contact for logistical information and the on-site lead or presenter.

For Workshop Submissions the lead will also be responsible for the coordination of speakers, moderators, and rapporteurs for the workshop, including the submission of the session's poster before the conference. Please note a Workshop Lead Orientation call is scheduled for 11th June at 12:00 BST.

- Lead Full Name
- Lead Email
- Lead Organisation
- Lead Job Title
- Lead Phone Number (Including country code)

Submission Details & Audience

Please provide details of the proposed submission and how it will address the NNN Conference 2024 theme:

- Submission Title
- What is the issue the submission aims to address? (100 words maximum)
- Submission Introduction - Summary for the Conference Agenda (75 words maximum)
- Overall aim of the submission and why it is important for the audience of the NNN (500 words maximum)

Please select which of the following regional locations your submission is most relevant to. (You can highlight multiple regions by pressing CTRL as you click on the region with your mouse) Nb. regions are based on the WHO regional offices. Please refer to the following WHO country lists to check for WHO Geographical Regions <https://www.who.int/countries/>

- Africa
- Eastern Mediterranean
- Europe
- South & Central America
- North America
- South East Asia
- Western Pacific

Please specify which countries you are focusing on including any endemic countries.

Please select which of the WHO NTDs your submission pertains to (You can highlight multiple NTDs by pressing CTRL (PC Users) COMMAND (Mac Users) as you click on the NTD with your mouse).

- Buruli ulcer
- Chagas disease
- Dengue and chikungunya
- Dracunculiasis (Guinea-worm disease)
- Echinococcosis
- Foodborne trematodiasis
- Human African trypanosomiasis (sleeping sickness)
- Leishmaniasis
- Leprosy (Hansen's disease)
- Lymphatic filariasis
- Mycetoma
- Chromoblastomycosis and other deep mycoses
- Onchocerciasis (river blindness)
- Rabies
- Scabies and other ectoparasitoses
- Schistosomiasis
- Soil-transmitted helminthiasis
- Snakebite envenoming
- Taeniasis / cysticercosis
- Trachoma
- Yaws and other endemic treponematoses

Briefly outline the proposed flow of the workshop and active engagement of participants to achieve your workshop aim. Please use this space to also include how you will engage both in-person and online audiences.

If your session includes breakout discussions, we are recommending in person only break-out conversations this year but we would be interested to hear how you might engage a virtual audience who are viewing via the live stream by using interactive tools.

Ideal discussion size for In Person attendees:

- 35 or under
- 36-50
- 51-75
- 76-100
- Don't know

Considering your proposed speakers, moderators and rapporteurs, what would be your preferred workshop scheduling time? (the timings are not yet confirmed and cannot be guaranteed).

- 09:00 Kuala Lumpur (21:00 ET, 02:00 BST, 06:45 Nepal, 11:00 Sydney)
- 11:15 Kuala Lumpur (06:15 ET, 04:15 BST, 08:30 Nepal, 13:15 Sydney)
- No preference, any of the above

Rapid Fire Session

In the event of oversubscription of workshop submissions, there may be an opportunity to condense workshop proposals to shorter presentations within a Rapid Fire Session.

Please indicate if you would like your workshop submission to be considered for inclusion in a rapid fire session, in the event that your proposal does not secure a full 90 minute slot:

- Yes
- No

Moderators, Speakers & Rapporteurs

For Moderators, Speakers and Rapporteurs you will be asked the following questions:

Are you able to confirm your moderator/s?

- I am able to confirm our moderator/s now
- Still to be confirmed

If able to confirm, please complete the following fields:

- Full Name
- Email
- Job Title
- Organisation



- Country of Work
- Attendance: Virtual or In-Person

In Person Workshop Lead

Please confirm the name of your Workshop Lead and main on-site contact for your workshop.

Additional Information

If this is not your only proposed workshop for NNN 2024 please indicate which workshop proposal is your first priority:

- This is my only proposed workshop
- Other (Add title of other workshop/s)

Outline any additional information you would like the selection committee to be aware of.

Step by Step Rapid Fire, Poster & Film Submission Guidance

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3. Complete the submission form
4. Select “save & continue later” - You will be able to continue editing your document until **Sunday 28th April 2024 23:00 ET** by pressing “save & continue later” as you go
5. Select “save & submit” **only when it is final.**

Submission Category

Submission Group: Please select from the following submission types:

- Rapid Fire (PPT or recorded presentation)
- Poster (In person)
- Storytelling Film

Submission Subgroup: Please select 1 of the below sub-groups and themes for your submission.

- Addressing Social Determinants for Health.
- Advancing Health Equity for Hard-to-Reach Communities.
- Building and Utilising Evidence for Equitable Action.
- Community-Centric Communication and Advocacy.
- Cross-Sectional Streams.
- Health Systems Strengthening and Capacity Building.
- Mental Health, NTDs, and Quality of Life.
- Innovative Technologies and Community-Driven Solutions.

Submission Lead Information

Please list the main contact for your submission who will be the main point of contact for logistical information and the on-site lead or presenter. Ideally the Submission Lead for will be the in person presenter. Rapid Fire, Poster & Film Guidance will be shared with your acceptance email.

- Lead Full Name
- Lead Email

- Lead Organisation
- Lead Job Title
- Lead Phone Number (Including country code)

Submission Details & Audience

Please provide details of the proposed submission and how it will address the NNN Conference theme.

- Submission Title
- What is the issue the submission aims to address? (100 words maximum)
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- North America
- South East Asia
- Western Pacific

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- Scabies and other ectoparasitoses
- Schistosomiasis
- Soil-transmitted helminthiasis
- Snakebite envenoming
- Taeniasis / cysticercosis
- Trachoma
- Yaws and other endemic treponematoses

[Conditional field for Rapid Fire Submissions]

Please indicate in which format you would like to present your Rapid Fire (please plan for approximately 9-12 minute presentation + Q&A).

- Verbal Presentation with PPT
- Recorded Presentation
- Undecided

Rapid Fire, Poster or Storytelling Film Presenter

Are you able to confirm your presenter?

- I am able to confirm our presenter now
- Still to be confirmed

If able to confirm, please complete the following fields:

- Full Name
- Email
- Job Title
- Organisation
- Country of Work
- Attendance: Virtual or In-Person (nb. **Poster presenters must be in person** to be accepted)

Additional Information

Outline any additional information you would like the selection committee to be aware of.

AUTHOR AGREEMENTS

By submitting a proposal, the submitter confirms and agrees to the following:

- All authors approve submitting this work for presentation.
- The authors have done the work reported in the submission and take full responsibility for the contents.
- The NNN Conference 2024 Programme Committee reserves the right to determine the format of the presentation (eg., oral presentation or poster).
- The authors agree to confine their presentation to the topic in the submission.
- The presenting author should immediately notify the NNN Conference 2024 Programme Committee if they are unable to join the event in person or if the presenting author must be changed.
- The author is responsible for using correct grammar and spelling but the NNN Events & Comms Team reserves the right to edit abstracts for grammar and spelling.
- The author is responsible for preparing the final rapid fire presentation or poster in their chosen language (ensuring there are English subtitles for presentations or English digital version for posters, if presented in French or Malay).
- All poster presenters are responsible for printing, transporting and displaying their posters according to the guidelines. If they would like to reach a wider audience, we recommend that they provide an English digital version of their content that we will aim to display on the Conference App.

Publication

Rapid Fires & Storytelling Films will be published electronically on the NNN Conference 2024 platform. No printed abstract book will be produced. Submissions will be reviewed for their structure, content, perceived value to NNN Conference 2024 delegates and degree of innovation. All decisions are final.

Registration and Travel Costs

All confirmed presenters will be required to register for NNN Conference 2024 no later than **9th August 2024**. According to the policy of the NNN Conference 2024, all participants in the programme will be responsible for their own registration fees, hotel, visas, and travel expenses. Since all participants, including those in leadership positions are covering their own expenses, we regret that we cannot waive registration fees or cover expenses for any participant in the programme, including Convenors, Chairs, Speakers, or Participants.

Thank you for your interest & submission for this year's conference!