



NEGLECTED TROPICAL DISEASE  
NGO NETWORK

A global forum for nongovernmental organizations  
working together on NTDs

## NNN Conference 2022: Workshop Submission Form

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 Monday 6th June, 2022, 23:59 EST by pressing "save & continue later" as you go
5. Select **save & submit** only when it is final

A PDF version of the workshop proposal submission questions can be downloaded from the [NNN Website](#). Please make sure to read through the notes below before submitting your proposal. A selection committee will review the workshop proposals that are received no later than Monday 6th June, 2022, 23:59 EST. Submissions that most closely align with the NNN Conference theme - **NTDs in health systems - innovate, integrate, & empower** - as well as the strategic objectives of the NNN will have the strongest chance of selection. The 2022 Conference will be an in-person conference with virtual components. Considerations will be made to offer simultaneous virtual participation in workshops, contingent on conference capacity.

About the conference theme: The 2022 NNN conference theme aligns with the Pillar 2 of the 2021-2030 road map for NTDs and invites us to find innovative solutions to collaborate and mutualise resources across NTD and other sectors; integrate NTD priorities within health systems; and ultimately empower national programmes for sustained ownership of planning, implementation, and person-centered approaches to service delivery.

### Proposal Selection 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 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. **Interaction and participation:** the workshop should be structured to encourage a broad range of audience participation. Workshops containing



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only presentations or panels with no audience interaction are less likely to be selected. Given the format of the conference will be hybrid, innovative approaches to elicit participation in this context are required. The workshop proposal needs to clearly indicate what methods and/or tools will be used to engage audiences both in person and online, including what consideration will be made to ensure active participation throughout.

5. **Diversity of speakers/facilitators/panellists:** the workshop should involve a range of participants across multiple organisations, including speakers from NTD programme 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.
6. **In-person workshop leader:** the workshop must be facilitated by at least one person who will be in attendance in-person in Kathmandu, Nepal. In addition, it is strongly recommended for the Workshop Lead to attend in-person.

**Workshop Planning Recommendations:**

- Please indicate which speakers and facilitators will be in-person in Kathmandu. The workshop facilitator and at least one speaker must attend in-person in Kathmandu so that the workshop can sufficiently engage with in-person attendees.
- 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.
- 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 in-person participants.
- Please note that all participants of your workshop, including any speakers, moderators and rapporteurs must register for the event. In the submission, please specify after every name if attending online or in-person.
- Please note that the proposal submission for the workshop must be in English, but the workshop itself can be conducted in English, French, or Spanish. 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.



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**Workshop Submission and Selection Process:**

- Workshop submissions must be sent no later than **MONDAY, JUNE 6th, 23:59 EST through the NNN Portal.**
- Successful workshop proposals will be notified by email by **FRIDAY, JUNE 24th**
- As workshop sessions are limited this year, we ask for you to please confirm and accept via email by **TUESDAY, JUNE 28th**
- Workshop presenters should attend the **Workshop Lead Orientation** session on **WEDNESDAY, JUNE 29th** (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 **MONDAY, JULY 11th** so that the information can be uploaded into the system.
- A secondary deadline of **FRIDAY, AUGUST 26th** for selected submissions will give you two weeks to check the online platform, finalise your speakers, and make any final amendments before the information is taken for the posters that will be produced for your workshop. Please also share all presentations and video content by this date so we can check ahead of the rehearsals the week of **AUGUST 29th.**



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## Workshop Lead Information

Please list the workshop planning lead for your submission. This individual will be the selection committee and event team's point of contact for logistical information. The Workshop 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. Templates for session posters for selected proposals will be shared with Workshop Leads during the Workshop Lead Orientation call on June 29th.

**Workshop Lead Full Name \***

**Workshop Lead Email \***

**Workshop Lead Organisation \***

**Workshop Lead Job Title \***

**Workshop Lead Phone Number (Including country code) \***



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**Details of the Workshop: Please ensure to provide details of the proposed workshop and how it will address the NNN Conference theme**

**Title of Workshop \***

**What is the issue the workshop aims to address? (100 words maximum) \***

Words left: 100

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

Words left: 75

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

Words left: 500



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**Workshop plan**

**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, please indicate if you intend to run breakout discussion elements with virtual components along with in-person discussions. \***

**Which component of NNN's BEST Framework does the workshop link with? [?](#)**

- Behaviour
- Environment
- Social Inclusion
- Treatment and Care
  
- Cross Cutting

**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 1.5-hour slot. \***

- Yes
- No



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## Moderators, Speakers & Rapporteurs

**Workshop Moderator(s) [Maximum of 2] [ clear ]**

- I am able to confirm my moderator(s) now  
 My moderators are still to be confirmed

**Full Name \***

**Email \***

**Job Title \***

**Organisation \***

**Country of work \***

 ▼

**Attendance \***

- Virtual  In-Person

**Moderator 2**

- Confirm additional moderator



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**Workshop Rapporteur(s) [Maximum of 2] \* [?](#)**

- I am able to confirm my rapporteur (s) now  
 My rapporteur(s) are still to be confirmed

**Full Name \***

**Email Address \***

**Job Title \***

**Organisation \***

**Country of work \***

 

**Attendance \***

- Virtual  In-Person

**Rapporteur 2**

- Add additional rapporteur



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**Workshop speaker(s)**

**Are you able to confirm your speakers? [ clear ]**

I am able to confirm some speakers now  They are all to be confirmed

**Full Name \***

**Email \***

**Job Title \***

**Organisation \***

**Country of work \***

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**Attendance \***

Virtual  In-Person

**Speaker 2**

Add additional speaker



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**If this is not your only proposed workshop for NNN 2022 please indicate which workshop proposal is your first priority \***

- This is my only proposed workshop
- Other

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

- 11:30 Kathmandu (GMT +5:45) [01:45 US EDT / 06:45 UK/Nigeria time]
- 13:30 Kathmandu (GMT +5:45) [03:45 US EDT / 08:45 UK/Nigeria time]
- 16:00 Kathmandu (GMT +5:45) [06:15 US EDT / 11:15 UK/Nigeria time]
- 18:00 Kathmandu (GMT +5:45) [08:15 US EDT / 13:15 UK/Nigeria time]
- No preference, any of the above
- Other

**Ideal discussion size: \***

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

**Is this counting**

- In-person participants only
- Mix of in-person and virtual
- Virtual only
- Don't know / Can't say



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**Is there a targeted geographic audience for your workshop?**

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