

**International  
Maternal Newborn  
Health Conference**

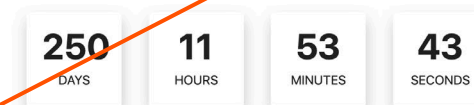


**Step-by-Step Guide for  
Pre-formed Panel  
Submissions**

Questions? Contact [abstracts@imnhc.org](mailto:abstracts@imnhc.org)

# 1. Create an account

- Link to the portal: <https://imnhc2023.dryfta.com/index.php>
- As a new user, go to the top menu and click on **Create Account**
  - Enter your details
- If you already have an account, click on **Login** to the upper right corner
  - If you forgot your password, click on **Forgot your Password?**, then enter your email. You will receive an email to reset your password.
- For a different language, you may select your language of choice under **Select Language** in the upper right-hand corner
- If you do not receive any email confirmation, kindly check your **Spam** (or **Junk**) mail and mark as **Not Spam**.



May 08, 2023 - May 11, 2023



# 2. Submitting a Pre-formed Panel Submission

- Click on **Abstract/Expression of Interest Submission** in the menu
- Click on **New Submission**
- Select **Panel**
- Click **Next** to move on
- Click **Save** anytime during the application process if you plan to leave the site and revisit later (Save button at bottom of screen)

This heading text can be changed from Forms > User instructions

**New Submission** Search Submission ID/Title **Filter** **Reset** Status Submission Topic

Num.	Submission ID	Submission Title	Submission Type	Submission Topic	Primary Author	Submission Status	Created On
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No abstract submitted yet.

### SUBMIT

**For Abstracts and Pre-formed Panels:** Background guidance can be found on the IMNHC Abstract Programming Guidance page, which details general information about the abstract and pre-formed panel submission. Step-by-step instructions (PDF) on how to fill out the application can be found here. Questions about abstracts can be found on the IMNHC Frequently Asked Questions page. All other questions should be directed to [abstracts@imnhc.org](mailto:abstracts@imnhc.org).

**For Expressions of Interest (EOI):** Background guidance can be found on the IMNHC Country Delegations Guidance page, which details general information about becoming an official country delegation, benefits and evaluation criteria for the EOI. Step-by-step instructions (PDF) on how to fill out the application can be found here. Questions about the EOI or country delegations can be found on the IMNHC Frequently Asked Questions page. All other questions should be directed to [delegations@imnhc.org](mailto:delegations@imnhc.org).

1 Abstract Saved 2 Abstract Submitted 3 Abstract Assigned 4 Pending Decision

**Save** **Submit** **Activate** **Back**

**Submission Type\***  
Please indicate whether this submission is for a panel (three or four abstracts designed to be presented together in the same session), a single abstract or an Expression of Interest for a Country Delegation.

**Panel** **Single Abstract** **Expression of Interest**

On selecting a submission type, the tabs associated with the selected submission type shall display.

**Save** **Next**



# 3. Submitting a Pre-formed Panel

- The Pre-formed Panel submission starts with the **Panel Title**
- Enter a description for your panel under **Panel Description**
- If you have a **Moderator** recommendation, insert here
- Click **Add Submission** to continue

**Primary, Presenting Author and Co-Author Details**, if applicable.

**SUBMIT PANEL**

Panel Intro

1 Abstract Saved 2 Abstract Submitted 3 Abstract Assigned 4 Pending Decision

Save Submit Add Submission Remove Back

Submission Type\*

Panel (Submission opens 08 Sep 01, 2022)

[Switch to single submission](#)

Panel Title\*  
Please enter a title for the panel.

Panel Description\*  
Please enter a description for your panel.

Moderator  
You may recommend a moderator. Please enter proposed moderator's name, title, institution, and email address. Final selection will be determined by the BMHC Program Committee.

**Primary\*, Presenting^ Author & Co-Author Details**  
If you are submitting an SOI, please ignore this section.

First Name	Last Name	Email Address *
Ellen	Knowles	[redacted]@bmc.org

Add Co-Submitters +

Save Submit Add Submission



# 4. How to fill out a Pre-formed Panel Submission

## CATEGORY & COUNTRY

- After clicking **Add submission**, click **Next** at the bottom of the page to arrive at this page preview.
- Submission Form Details:
  - Category
    - Research
    - Program, Project, or Policy Implementation
    - Voices and Stories (for Panel Submission Only)
  - Country: *To select more than one country, click on Ctrl while selecting more than one country (or Command key if using a Mac)*

## SUBMIT PANEL

Panel Intro Abstract 1

### IMNHC 2023 SUBMISSION

**Category\***  
Please indicate whether this abstract is describing research or program/project/policy implementation. Voices and stories (for panel sessions only): a first-person account, e.g., by a health worker, client, or family member may be substituted for one abstract within a panel session.

Select a value

**Country\***  
Select a country(ies) of research or program/project/policy for your abstract. Select all that may apply (Click Ctrl or Command when selecting multiple countries)

Global  
Afghanistan  
Albania  
Algeria



# 5. How to fill out a Pre-formed Panel Submission

## TRACKS AND SPECIAL FOCUS AREAS

- **Primary and Secondary Tracks:** Choose the following:
  - Humanitarian and Fragile Settings
  - Innovation Tools and Strategies
  - Prevention and Clinical Management
  - Health Systems and Workforce
  - Targets and Metrics
  - Strengthening Quality of Care
  - Global Guidelines and Local Adaptations
- **Special Focus Areas:** You may choose up to two.

### Primary Track\*

Please use the drop-down list to indicate the most relevant conference track(s) for your abstract. You may select up to two

Select a value

### Secondary track, if applicable

Please use the drop-down list to indicate the most relevant conference track(s) for your abstract. You may select up to two

Select a value

### Indicate whether your abstract has special focus on any of the following\* (Up to 2 selections)

Please use the drop-down list to indicate whether your abstract has special focus on any of the following. You may select up to two.

- COVID-19
- Climate Change
- Youth
- Gender
- Small and Sick Newborns (SSNB)
- Mental Health
- None



# 6. How to fill out a Pre-formed Panel Submission

## VOICES AND STORIES

- If you are submitting a **Voices and Stories**, you will have 150 maximum word limit
- Continue to fill the remaining form
- For the sections on **Background, Methods, Results and Conclusions**. Enter **N/A**

Panel Intro Abstract 1

### IMNHC 2023 SUBMISSION

**Category\***  
Please indicate whether this abstract is describing research or program/project/policy implementation. Voices and stories (for panel sessions only); a first-person account, e.g., by a health worker, client, or family member may be substituted for one abstract within a panel session.

Voices and stories (for panel sessions only)

**Voices and Stories\*(Up to 150 Words)**  
Describe the type of presenter, what story they will tell, and why inclusion in the panel is important for the panel's objectives. For sections on Background, Methods, Results and Conclusions, please enter "N/A".

**Background**

N/A

Total Words: 1

**Methods**

N/A

Total Words: 1

**Results**

N/A

Total Words: 1

**Conclusions**

N/A

Total Words: 1



# 7. How to fill out a Pre-formed Panel Submission

## ABSTRACT TITLE AND TEXT

- **Title** (30 word limit)
- **Abstract Text** (up to 350 words for all textboxes)
  - Background
  - Methods
  - Results
  - Conclusion
- Text will be counted for each section. Any text over 350 will not save and will be cut off during submission.
- **Tip:** Write each section in a Word Document to keep track of the number of words. You can then paste into each section.

For Individual Abstract and Panel Submissions Only

### Title\*

The title should be entered in sentence case (maximum 30 words). Please capitalize only the first word and any proper nouns. If you are submitting an Expression of Interest for Country Delegation, please enter country name.

### Abstract Text\* (Up to 350 words for all textboxes)

#### Background

If the activity was research, indicate the purpose and objective(s), the hypothesis that was tested, or a description of the problem being analyzed or evaluated. If the activity was not research, summarize the purpose, scope, and objectives of the program, project, or policy.

#### Methods

If the activity was research, describe the study period, setting and location, study design, study population, data collection, and methods of analysis. If the activity was not research, describe the program, project or policy period, setting and location, structure, activities, and interventions undertaken in support of the program, project, or policy.

#### Results

If the activity was research, present the findings and/or outcomes of the study. Please summarize any specific results without the use of tables. If the activity was not research, present as clearly and in as much detail as possible the findings and/or outcomes of the program, project, or policy. Include an analysis or evaluation of lessons and best practices. Please summarize any specific results that support your best practices.

#### Conclusions

Explain the significance of your findings and/or outcomes for the maternal newborn health community, including the unique value add of this work. Include any implications of this work for addressing gaps in equity, i.e., remediable differences among people, whether those groups are defined socially, economically, demographically, or geographically.

#### Background





# 8. How to fill out a Pre-formed Panel Submission

## ETHICAL DECLARATION & AFFIRMATION

- Complete the **Ethical Declaration** and the **Affirmation** sections

### Ethical declaration\*

I confirm on behalf of all abstract authors that research presented in this abstract has been conducted in accordance with the protocol approved by the local institutional review board or ethics committee. I confirm the 2023 IMNHC Program Committee may contact me to enquire further into ethical aspects when evaluating this abstract.

- Yes  No  
 Not applicable (this research described did not include human subjects or the abstract is not describing research)

### Affirmation

#### 1. I confirm that I submit this abstract or panel on behalf of all authors\*

I confirm that I have permission from the authors to submit this abstract on their behalf and that all authors have read and approved the final version of this abstract. I also confirm that the authors listed are the original authors of this abstract. I accept that the content of this abstract cannot be modified or corrected after the submission deadline. I am aware that it will be published exactly as submitted if accepted.

#### 2. Policy regarding previously presented findings\*

An abstract which has been previously published or presented at a national, regional, or international meeting may only be submitted if there are new methods, findings, updated information, or other valid reasons for submitting that can be provided by the author. If the author neglects to provide these required details and justification, or if evidence of previous publication or presentation is found, the abstract will be rejected. This information will be considered by the IMNHC 2023 Program Committee when making final decisions. Have any preliminary or partial data in your abstract or panel been previously published or presented?

Yes  No

#### 3. Submission of your abstract constitutes your consent to publication\*

If the abstract is accepted, the authors agree that their abstracts are published under the Creative Commons Attribution 3.0 Unported (CC BY 3.0) license. The license allows third parties to share the published work (copy, distribute, transmit) and to adapt it for any purposes, under the condition that IMNHC 2023 and authors are given credit, and that in the event of reuse or distribution, the terms of this license are made clear. Authors retain the copyright of their abstracts, with first publication rights granted to AlignMNHC.

#### 4. I understand that if my abstract is accepted and I am able to present, I must register for the conference prior to the deadline specified by IMNHC\*

Yes

#### 5. I understand that all scholarship requests must be made by the presenting author through the scholarship section of your IMNHC profile by completing a scholarship application form by September 15, 2022\*

Yes, I understand that scholarships are not guaranteed.

#### 6. I understand that if I am the presenting author of this abstract and need support to participate in the conference, I must apply for a scholarship by September 15, 2022 through the scholarship section of my IMNHC profile\*

Yes

#### 7. I understand that this submitted abstract may be shared with IMNHC organizers for potential use in sessions that will be organized around the conference\*

Yes

#### 8. I understand that if my abstract is accepted for presentation at IMNHC 2023, it may be shared with conference sponsors and media partners\*

Yes

#### 9. Do you give permission for your abstract to be published in IMNHC materials?\*

Yes  No

#### 10. Will the presenter be under the age of 35 by May 8, 2023?\*

Yes  No



# 9. Final Step

- If you did not add all the Primary, Presenting and Co-Author Details, you can complete this step here.
- After all the prior fields have been completed click **Save**
- If you have more than one submission to add, click **Add Submission** to add another
- If you have added all submissions, click **Submit**

## Primary\*, Presenting^ Author & Co-Author Details

If you are submitting an EOI, please ignore this section.

Submitting on behalf of an author? Please tick this checkbox to add yourself as a submitter

Primary Author	Presenting Author	First Name	Last Name
<input type="radio"/>	<input checked="" type="checkbox"/>	Morgan	Stanley
Email Address *			
<input type="text" value="██████████@gmail.com"/>			

[Add Co-Author +](#)

On adding a co-author, an email would be sent to the co-author's email address with automatically-generated login credentials so the co-author can log in and update his/her profile. If a co-author has an existing profile in the system, the details wont be updated to prevent any unauthorized update.

**Prev** **Save** **Submit** **Add Submission**



# Submission

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- Once you have submitted, you may withdraw your application
- You will also receive an email confirmation with a PDF file of your submission
- If you have any questions, please contact us at [abstracts@imnhc.org](mailto:abstracts@imnhc.org)



