

**International  
Maternal Newborn  
Health Conference**



**Step-by-Step Guide for  
Concurrent Thematic  
Session Submissions**

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

# 1. Create an Account

- Link to the portal: <https://imnhc2023.dryfta.com/index.php>
- As a new user, go to the top navigation 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 an email confirmation, kindly check your **Spam** (or **Junk**) mail and mark as **Not Spam**



May 08, 2023 - May 11, 2023



# 2. Submitting a Concurrent Thematic Session Submission

- Click on **Submissions** in the top navigation menu
- Click on **New Submission**
- Select **Concurrent Thematic Sessions**
- Click **Next** to move to the next page
- Click **Save** anytime during the application process if you plan to leave the site and revisit later (Save button is located at bottom of screen)

This heading text can be changed from Forms > User instructions

[New Submission](#)  [Filter](#) [Reset](#)

Num.	Submission ID	Submission Title	Submission Type	Submission Topic	Primary Author	Submission Status	Created On
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](#) [Activities](#) [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.

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

[Save](#) [Next](#)



# 3. How to fill out a Concurrent Thematic Session Submission

## CONTACT & TITLE

- **Submission Form Details**
  - Contact
    - *Provide main point of contact*
    - *Provide secondary point of contact*
  - Title
    - *Name of your event*
- Note that any text over the word limit 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 copy and paste into each section on the application

### Introduction

We strive for a diverse and representative group of speakers and moderators, especially with respect to geography, gender, and age.

#### Main point of contact\*

Name	<input type="text"/>
Title	<input type="text"/>
Organizational affiliation	<input type="text"/>
Email	<input type="text"/>
WhatsApp number	<input type="text"/>

#### Secondary point of contact\*

Name	<input type="text"/>
Title	<input type="text"/>
Organizational affiliation	<input type="text"/>
Email	<input type="text"/>
WhatsApp number	<input type="text"/>

#### 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. For Technical Marketplace, Satellite Events, and Concurrent Thematic Sessions, if your submission is accepted you will have an opportunity to edit your Title following acceptance.



# 4. How to fill out a Concurrent Thematic Session Submission

## KEY DETAILS

- **Session Type** (select a value)
  - *Launches and Announcements, Fail Forward, Critical Conversations, Multimedia Showcase, Knowledge Café, Storytelling Showcase*
- **Session Objectives** (200 word limit)
  - *List 3-4 objectives highlighting what participants will take away from the session for action following the conference*
- **Description of the Session** (350 word limit)
  - *Content, format, and background to give context to the main purpose of the session*
- **Rationale** (200 word limit)
  - *Describe the reason your session should be included, and how it will support the vision and goals of IMNHC*

### Session type\*

Select a value

### Session Objectives\*(Up to 200 Words)

Please list 3-4 objectives, keeping focus on what participants will take away from the session for action following the conference

### Description of the session\*(Up to 350 Words)

Describe the content of the session you are proposing, as well as any background to give context to the main purpose of the session. Include any information on making the session interactive.

### Rationale\*(Up to 200 Words)

Briefly describe the reasons your session should be included in the conference programming, including how it will support the overall vision and goals of the IMNHC.



# 5. How to fill out a Concurrent Thematic Session Submission

## SPEAKERS & RESOURCES

- **Draft Program** (200 word limit)
- **Speakers** (600 word limit)
  - *Name*
  - *Title*
  - *Organizational affiliation*
  - *Country*
- **Key Technical Resources** (750 word limit)
  - *Any key resources the session will reference*

### **Draft program/run of show**(Up to 350 Words)

Include a draft agenda of how time will be structured (including any planned interactive elements, which are highly encouraged).

### **Speakers\***(Up to 300 Words)

Please list proposed speaker(s):

\*Name

\*Title

\*Organizational affiliation

\*Country of origin and residence, if different

### **Key Technical Resources**(Up to 750 Words)

Please list any key resources the session will reference or showcase, including new reports, planned multimedia, or other materials



# 6. How to fill out a Concurrent Thematic Session Submission

## TIMING & SPACE

- **Session Duration**
  - *45, 60, or 75 minutes*
- **Flexibility on Session Duration**
  - *Preferences are not guaranteed, but it is helpful to know who is flexible*
- **Desired Meeting Space (100 word limit)**
  - *Describe any special requests for the space and room set up. All requests are dependent upon committee review and approval*

### Session Duration\* (Up to 1 selections)

Select your preferred session duration, noting that preferences will be taken into account but not guaranteed.

45 minutes

60 minutes

75 minutes

### Are you flexible on the session duration you selected?\*

Select a value

### Desired Meeting Space(Up to 100 Words)

IMNHC will provide the meeting room space, standard audiovisual and room set up. Please describe any special requests for the space and space set-up, e.g., audiovisual needs, tables, classroom or auditorium style, etc. All requests are dependent upon committee review and approval.



# 7. How to fill out a Concurrent Thematic Session Submission

## AFFIRMATION

- Complete the **Ethical Declaration** and the **Affirmations** section (up to 5 selections)
- You DO NOT have to complete the **Primary\***, **Presenting^ Author & Co-Author Details** section, please skip

### Affirmations\* (Up to 5 selections)

Check boxes acknowledging each affirmation

- I confirm all speakers who need to be aware of this presentation/demonstration have been informed.
- I will be available to participate in the Concurrent Thematic Session in person.
- I understand that if my submission is accepted, I must register for the conference prior to the deadline specified by IMNHC.
- I confirm that I am not connected to tobacco manufacturers.
- I will abide by the WHO Code on Breastfeeding Substitutes.

### Allow Co-Author to Edit

- Yes  No

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

If you are submitting for a Concurrent Thematic Session, EOI, Satellite Event, or Technical Marketplace, please ignore this section.

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





# 8. Final Step

- After all the prior fields have been completed click **Save**
  - You may also **Save** anytime during the application process if you plan to leave the site and revisit the application later
- When you are ready to submit your application, click **Submit**

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

If you are submitting for a Concurrent Thematic Session, EOI, Satellite Event, or Technical Marketplace, 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 checked="" type="radio"/>	<input checked="" type="radio"/>	Charlotte	Reynolds
Email Address *			
<input type="text"/>			

[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



# 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 [information@imnhc.org](mailto:information@imnhc.org)



