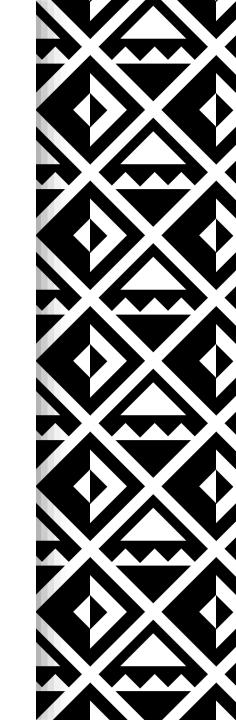


International Maternal Newborn Health Conference



Step-by-Step Guide for Concurrent Thematic Session Submissions

Questions? Contact 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



250 11 53 43

DAYS HOURS MINUTES SECONDS

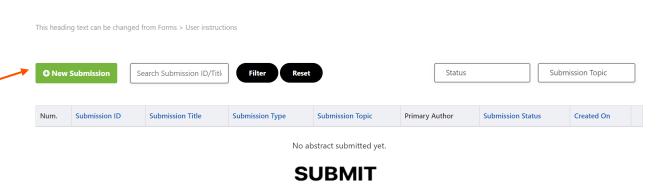
May 08, 2023 - May 11, 2023



2. Submitting a Concurrent Thematic Session Submission

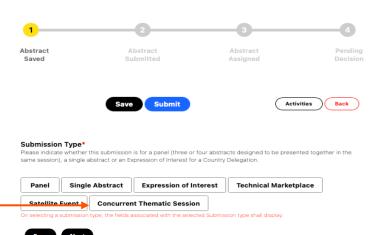
- Click on **Submissions** in the top navigation menu
- Click on New Submission

- 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)



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.

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.





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 Title Organizational affiliation Email WhatsApp number Secondary point of contact Name Title Organizational affiliation Email WhatsApp number 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 Technica Marketplace, Satellite Events, and Concurrent Thematic Sessions, if your submission is accepted you will have an opportunity to edit your Title following acceptance.



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

Select a va	lue
lease list 3-	ectives*(Up to 200 Words) 4 objectives, keeping focus on what participants will take away from the stion following the conference
	/.
	of the session* (Up to 350 Words)
escribe the ve context (content of the session you are proposing, as well as any background to to the main purpose of the session. Include any information on making
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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



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

	n* (Up to 1 selections) is session duration, noting that preferences will be taken into account but not guaranteed.
45 minutes	
60 minutes	
75 minutes	
	on the session duration you selected?*
Select a value	
Desired Meeting IMNHC will provide th for the space and spa	Space(Up to 100 Words) ne meeting room space, standard audiovisual and room set up. Please describe any special request ace set-up, e.g., audiovisual needs, tables, classroom or auditorium style, etc. All requests are nmittee review and approval.



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.

Allow Co-Author to Edit

Yes No



I will abide by the WHO Code on Breastfeeding Substitutes.

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



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.





Submission

- 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





