

**International
Maternal Newborn
Health Conference**

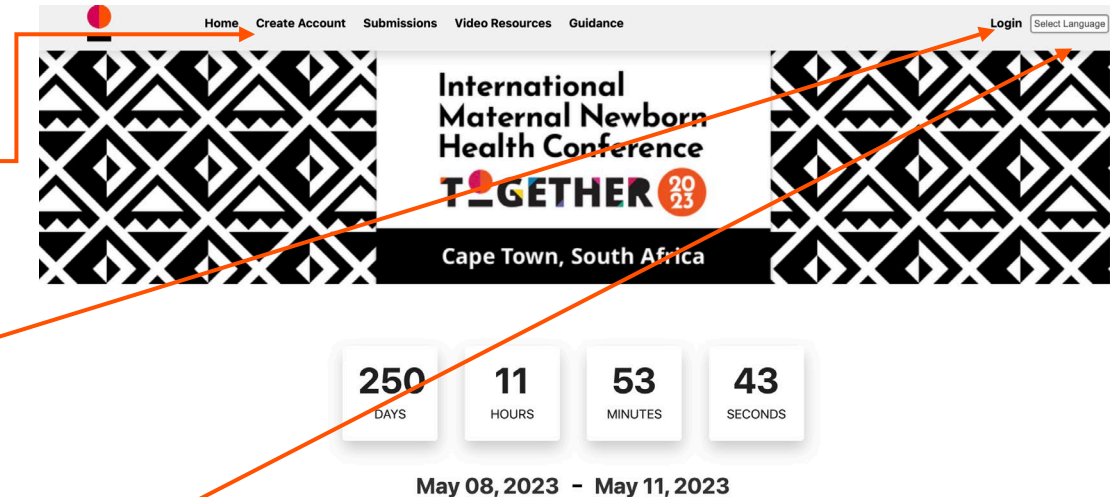


**Step-by-Step Guide for
Satellite Events
Submissions**

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**



2. Submitting a Satellite Event Submission

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

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.

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.

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Abstract Saved Abstract Submitted Abstract Assigned Pending Decision

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.



3. How to fill out a Satellite Event Submission

CONTACT & TITLE

- **Submission Form Details:**
 - Contact
 - *Provide main point of contact*
 - *Provide secondary point of contact*
 - Title
 - *Name of your event*
- 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 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 Satellite Event Submission

KEY DETAILS

- **Session Objectives** (200 word limit)
 - *List 3-4 objectives highlighting what participants will take away from the event*
- **Session Description** (500 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 will it support the vision and goals of IMNHC*
- **Draft Agenda** (350 word limit)

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 500 Words)

Describe the content and format of the satellite session you are proposing, as well as any background to give context to the main purpose of the session.

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.

Draft Agenda*(Up to 350 Words)

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



5. How to fill out a Satellite Event Submission

SPEAKERS

- **Speakers, Moderators, Facilitators** (300 word limit for each)
 - *Name*
 - *Title*
 - *Organizational affiliation*
 - *Country*

Speakers*(Up to 300 Words)

Please list proposed speaker(s):

*Name

*Title

*Organizational affiliation

*Country of origin and residence, if different

Moderators*(Up to 300 Words)

Please list proposed moderator(s):

*Name

*Title

*Organizational affiliation

*Country of origin and residence, if different

Facilitators(Up to 300 Words)

If applicable, please list proposed facilitator(s):

*Name

*Title

*Organizational affiliation

*Country of origin and residence, if different



6. How to fill out a Satellite Event Submission

RESOURCES, TIME, & SPACE

- **Key Technical Resources** (750 word limit)
 - *Any key resources the session will reference*
- **Time** (The session does not need to run for the entire length of time, but the room will be available this long)
 - *2.5 hrs*
 - *4 hrs*
 - *6.5 hrs*
- **Attendees**
 - *All conference participants are able to register; however, you may note the ideal number of attendees based on your session format*
- **Space** (100 word limit)
 - *Any special requirements for room or set-up*

Key Technical Resources(Up to 750 Words)

Please list any key resources the session will reference.

Time needed*

The session does not need to run for the entire length of time, but this is how long the room will be available to the hosting organization(s)

Projected number of attendees

All conference participants are able to register for Satellite Events; however, you are welcome to note the ideal number of participants based on your format and session objectives

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 Satellite Event 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 will be available to participate in the Satellite session during the morning and/or afternoon of Day 1 of the IMNHC, which is May 8, 2023.
- I understand that if my submission is accepted, I must register for the conference prior to the deadline outlined by IMNHC.
- I confirm all parties (partners, involved organizations, etc.) who need to be aware of this proposed Satellite session have been informed.
- 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 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="checkbox"/>	<input checked="" type="checkbox"/>	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

- 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



