

WORKSHOP PROPOSAL GUIDELINES

12th European Public Health Conference
Building bridges for solidarity and public health

20-23 November 2019

Marseille Chanot, Palais des Congrès et des Expositions,
Marseille, France

General guidelines

All workshop proposals should be submitted electronically through the abstract submission system.

Before you submit, please check with your presenters if they have an account in our database and if so, with which email address

The deadline for submission of workshop proposals is **1 May 2019, 12:00 CET**. Proposals received after closing of the abstract system will not be accepted.

The organiser of the workshop proposal agrees that, if the proposal is accepted, the abstract is published in the electronic version of the Abstract Supplement of the European Journal of Public Health.

The organiser of the workshop proposal is responsible for ensuring that all co-organisers and presenters have agreed to be participating in the workshop if accepted.

The organiser confirms that, if the workshop proposal is accepted, the organiser, co-organisers and presenters will attend the 12th EPH Conference. To confirm their attendance, they **all** have to register for the conference by **1 August 2018**. If they have not registered by that date the workshop will be removed from the conference programme and Abstract Supplement.

Please make sure that the presenters in your workshop DO NOT submit their workshop presentation as a single abstract as well.

Conference tracks

In order to have a better understanding on the topic of your workshop, we kindly ask you to choose two tracks.

The choices for tracks are:

1. Solidarity in health
2. Migration and health
3. Digital health

4. European and global health
5. Maternal, child and adolescent public health
6. Chronic diseases
7. Environment, climate and health/Urban health
8. Food, nutrition and diet
9. Health assessments: impact, technology
10. Health at work, Social security
11. Health services research
12. Health systems and economics
13. Health workforce development and research
14. Healthy living and health promotion
15. Infectious diseases, preparedness and vaccines
16. Learning from practice
17. Mental health
18. Epidemiology, public health monitoring and reporting
19. Injury prevention/genomics/ethics
20. LGBTI and minorities health/other public health issues

Workshop type

Workshops aim to increase the capacity and knowledge of delegates around the latest scientific research, relevant policies or innovative programmes to implement and advocate for better public health and health systems in their countries. The focus is on transferring knowledge through intensive interaction with the audience. Workshops can be 60 or 90-minutes in length, depending on the subject and relevance to the conference themes.

Organisers should indicate the workshop type and their preferred duration of the workshop. The following possibilities are available:

- **Regular workshop:** 60 or 90-minute sessions with up to 5 presentations with ample time for audience interaction.
- **Skills building seminar:** 60 or 90-minute sessions, specifically organised to build the capacity and knowledge of conference delegates. Usually with 1-2 presentations and longer time for skills development and collaborative learning.
- **Round table:** 60 or 90-minute sessions with 3-5 panel discussants. They can each make a short presentation of a specific subject, which will be discussed between the panel members and audience.
- **Pro/con session:** 60 or 90-minute session on a debatable subject with speaker(s) in favour (pro) of the issue and speaker(s) to oppose it (con). Both (group of) speakers give a presentation, followed by remarks and discussion with the audience.

Presentation type

Please select the presentation type, you have a choice of two:

- Regular: If you choose this, you are planning a workshop with a number of presentations followed by a discussion with the audience. You can submit up to 5 full abstracts.
- Panel: If you choose this, you are planning a Round table, Pro/Con or skills-building workshop. If you choose panel, you can add up to 5 individual panellists. Please note that the panelists should not be included in the workshop abstract, but listed separately.

Some workshops combine 1-2 presentations with a panel discussion. In this case, please select regular and add the number of abstracts (presentations including panelists). For the abstracts, please complete all information forms, for the panelists just add name and affiliation.

Guidelines for workshop submitters

All proposals must be submitted and, if accepted, presented in English.

Graphics or tables cannot be accepted because of production limitations.

Workshop titles should be in sentence case with a capital for the first letter of the first word. Do not use capital letters only and avoid using abbreviations or acronyms. Give geographic location and dates if applicable.

Indicate the organiser of the workshop. This can be a department, NGO or EUPHA section. Do not add names of individual organisers.

Indicate the chairperson(s) for the workshop. Enter the full first name before the last name, indicate affiliation, country and email address.

If an abstract has more than one author, please make sure you list all the authors (including the presenting author) for each abstract.

Please note, your abstract will not be edited. You are responsible for any spelling, grammatical and typographical errors.

Workshop proposal

Proposals of all types and in all tracks should be structured as follows:

Objectives: explain the reasons for the workshop and the objectives of the workshop. What is the added value of organising the workshop? What is the coherence between the presentations in relation to the topic of the workshop? Describe the format of the workshop. Maximum amount of characters (including spaces): 3,000.

Main messages: two short (200 characters maximum) messages which summarise the main impact of the proposed workshop.

Presentations: if applicable, select the number of presentations that will be included in the workshop. The introduction can be included in the objectives. The maximum number of presentations is 5. The maximum amount of characters per presentation is 2,000.

Panellists: if applicable, select the option 'panel' in your workshop submission and add the number of panellists. The panellists should be entered with name, institute and email address, separately from the workshop proposal.

Evaluation procedure

All submitted proposals will be peer-reviewed by the International Scientific Committee consisting of over 90 public health experts from 25 countries.

Each proposal will be reviewed by 3 to 4 reviewers and scored on the basis of the following criteria:

- Does the proposal follow the guidelines?
- Is the subject matter appropriate for the EPH Conference?
- Are the workshop objectives clearly stated?
- Can the objectives be achieved in the 60 or 90 minutes allotted for this workshop?
- Is the information new enough and innovative?
- Is the overall quality of the proposal sufficient?
- Is there an audience interactive element in the workshop?
- Does the information have relevance for the rest of Europe?

Notification

The organiser, chair and presenters will be notified of the acceptance of their proposal(s) by **mid-June 2019**, and the score will be added in the abstract submission system. This means you will have to log in to find out the decision on your workshop. Please make sure you inform the presenters and panellists of your workshop – if accepted – so they are aware to register for the conference.

Amendments to the abstract are possible until 1 May by re-entering the database. Between 1 May and 14 June, the abstracts cannot be amended. Accepted abstracts can be corrected from 15 June until 15 July. After 15 July corrections are no longer possible.

Further instructions for workshop organisers are posted on the EPH Conference website.

Changes in presenters/panellists

In case presenters/panellists are unable to attend the EPH Conference, a substitute presenter may take his/her place. The organiser must inform the EPH Conference Office at office@ephconference.eu before 1 October. The new presenter/panellist must be registered for the EPH Conference before 1 October.

Click [here](#) to access the online submission system.