

# 3<sup>RD</sup> INTERNATIONAL CONFERENCE ON PUBLIC HEALTH IN AFRICA

**BREAKING BARRIERS: REPOSITIONING AFRICA IN THE GLOBAL HEALTH ARCHITECTURE**

## Abstract Oral Presentation Guidelines

You have been confirmed as an **in-person ORAL PRESENTER** for the upcoming 3<sup>rd</sup> International Conference on Public Health in Africa (CPHIA 2023). Presentations will occur during scheduled abstract sessions at the Mulungushi International Conference Center in Lusaka, Zambia, from 27 - 30 November. More information on the exact day, time and location for your presentation slot will be shared in the coming weeks.

This document provides guidance on how to create your presentation for the conference and outlines your responsibilities as an oral presenter.

Please upload your final presentation slides to your designated Track **in this folder by 17 November** and name it “abstract submission ID\_Track number\_Presenter name” (for example: “3821\_Track 2\_Joshua Ouma”).

### **PRESENTATION CONTENT AND SPECIFICATIONS**

Your presentation will be **8 minutes long and must include the following:**

- A title that corresponds to your accepted abstract submission
- Your name and contact details: Prefix, First name, Last name, Position, Organisation
- Acknowledgement slide with names and affiliations of any collaborators or co-authors listed on the abstract submission; acknowledgement of advisors and external partner institutions.
- A section including ethical approval for the research conducted
- Presentations can be given in any official AU language as live translation will be available; **however, the text on slides must be in English.**
- We require that all speakers use the same slide template, which can be found [here](#).

### **PRESENTATION DESIGN GUIDANCE**

We recognize that there is no ‘one size fits all’ approach to the CPHIA presentations, and that the presentation sections and content will depend on the subject. However, please consider the following guidelines when putting together an 8-minute presentation:

- Presentations should be a maximum of 6 slides, excluding your title slide and acknowledgements slide.
- Use of data, analytics, and graphs are highly encouraged, provided that the information is communicated in a clear, crisp, and uncrowded manner.
- Use a text font and size that is clear and easy to read (ensure text is readable on slides when displayed).
- Use of pictures and storytelling is encouraged to keep presentations dynamic and lively.
- **Presentation MUST include information on ethics approval for any original research.**
- Please avoid the use of acronyms and jargon where you can.
- Practice your talk ahead of time to ensure it stays within the 8 minute time limit.

### **PRESENTER RESPONSIBILITIES**

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## Before the session:

- Please arrive at your assigned presentation room **30 minutes before your session** to meet your moderator and fellow speakers.

## During the session:

- **Session length:** Each session is 75 minutes long, with ~50 mins for six presentations, ~15 min for Q&A and ~5 mins for the moderator's opening/closing remarks – please begin and end your presentation on time.
- **Moderator:** A moderator will be responsible for running the session. They will open the session, introduce the authors prior to their presentations, and lead the Q&A.
- **Presentation length:** You will have 8 minutes each to present your abstract. The audience will be able to ask questions after all six presenters have made their presentations.
- **Transition between presentations:** We will be keeping exactly to time; moderators will step in and kindly request that you give the floor to the next speaker if you go over time.
- **Slide management:** The technical team will upload your presentation to a central system to display it during your remarks. You will be able to advance the slides yourself.

## ADDITIONAL INFORMATION

- **Travel & Accommodation:** Please see the [CPHIA 2023 website](#) for information on applying for visas, booking travel and hotels in Lusaka. Kindly reach out to [info@iplevents.com](mailto:info@iplevents.com) with any additional travel-related questions.
  - If you have been approved for a travel scholarship, our travel partner AFENET will reach out to you with more information about your arrangements. DO NOT reach out to [info@iplevents.com](mailto:info@iplevents.com) with scholarship-related inquiries.
- **Registration:** As an official CPHIA 2023 Abstract Presenter, your registration fee will be waived. You will receive an email from [registration@iplevents.com](mailto:registration@iplevents.com) by Tuesday 7 November 2023 providing you with a link to complete your personal details.
- **Visas:** If you require a visa to enter Zambia, kindly indicate this during registration. All CPHIA 2023 presenters will be given a visa on arrival, with the necessary documentation sent to you prior to travel.

*For any questions related to abstract presentations not answered in the instructions above, please feel free to contact us at [CPHIAabstracts@africa-union.org](mailto:CPHIAabstracts@africa-union.org).*