



6th European Conference on Migrant and Ethnic Minority Health
EUPHA MEMH 2016,
Oslo, 23-25 June 2016

Equity – the Policy Practice Gap in Health

WORKSHOP INSTRUCTIONS 2016

**PLEASE NOTE THAT THESE INSTRUCTIONS ARE FOR
WORKSHOPS ONLY**

WORKSHOPS CAN ONLY BE SUBMITTED VIA: <http://eupha-migranthealthconference.com/>

THE DEADLINE FOR THE SUBMISSION OF ABSTRACTS IS
5th January 2016, midnight CET (extended deadline!)

Workshop submissions will be considered for sessions of one and a half hours only.

By submitting an abstract, you agree to the following statement: “If my work is accepted, all presenters plan to attend the 6th European Conference on Migrant and Ethnic Minority Health or in the event presenters are unable to attend to make, necessary arrangements for a substitute organiser and to communicate such arrangements to the conference secretariat.”

Please note that if your abstract is accepted, you, as well as co-organisers and presenters must register for the conference in order to present at the workshop. Presenters invited to your workshop are not eligible for a waiver of conference fees unless approved by the conference secretariat. If you or your co-organiser and presenters have not registered by 1 April 2016, your workshop – if accepted – will be removed from the programme.

Details for workshop submission follow. Further details of the conference, including travel and accommodation directions, are available on our website:

<http://eupha-migranthealthconference.com/>

EVALUATION PROCEDURE:

All submitted workshop proposals will be peer-reviewed by the International Scientific Committee with 24 experts from Europe.

All workshop submissions must have an overall theme and learning objectives, and the individual presentations must be linked to the overall theme and objectives.

All workshops must be interactive and use innovative methods for interaction.

Workshops should not follow the same format as the regular parallel sessions.

Acceptance: Applicants will be notified of the acceptance of their abstract(s) by 15th March 2016.

WORKSHOP FORMATS

The conference organisers welcome the following workshop formats:

- *Seminar*
A seminar is to be organised to build the capacity of the conference participants including tool sharing. The number of presentations should not exceed 1-2 and longer time should be allocated for discussion, training and tool sharing.
- *Round table*
A round table workshop consists of a facilitator and a limited number of panel discussants. They can each make a short pitch of a specific subject, which will be discussed between the panel members, the facilitator and the participants.
- *Clash of views*
In these sessions a burning issue or controversial subject can be addressed. Two or more persons are invited; one to talk in favour (pro) of the issue and one to oppose it (con). The procedure is that the pro-presenter starts (e.g. 15-20 minutes) followed by the con-presenter (also 15-20 minutes). This should be followed by a rebuttal between the presenters as well as the rest of the participants. This is followed by a general discussion and a summing up with the participants.

GUIDELINES FOR ABSTRACTS FOR WORKSHOPS

General guidelines:

- The workshop/seminar is limited in length: Explanation of the content of the workshop has a limit of 3000 characters. If you exceed this amount, the system will not accept the abstract.
- Because of production limitations, no graphics or tables can be accepted.
- Changes of workshops are possible until the 20 December by re-entering the database. Please click on your workshop and make the necessary changes.
- Style guidelines:
- Define all abbreviations upon first use in the abstract, such as oral contraceptives (OC), except for those used in standard measurements, such as 25 mg/L.
- Spell out numbers lower than 10 except in the case of standard measurements such as time, dose and temperature, such as “two patients,” but “2 cc” and “9 p.m.”
- Use metric units.
- Use standard “mL,” “cm,” etc. Exception: Use “L” for litre.

- Use “%” with specific measurements, such as “2%,” but use “percentage” in stating a generality or category, such as “The percentages reflect...”
- When a percentage is given in addition to a numerator and denominator, the percentage should directly follow the numerator and be enclosed in parentheses, such as “18 (86%) of 21 patients developed...”
- When presenting confidence intervals, state the confidence level and confidence coefficient in the upper and lower limits, such as (95% CI=1.32-4.56)

LAYOUT FOR WORKSHOPS

Workshop type:

Please select the kind of workshop you intend to submit (see above under workshop formats)

Workshop title:

Be brief and avoid subtitles if possible. Do not use capital letters only! Do NOT use abbreviations or acronyms in the abstract title.

Organiser:

Please list the organiser of the workshop. This could be a department, NGO or EUPHA section. Please do not add names of individual organisers.

Facilitator(s):

Please indicate the organisers/facilitators for the workshop/seminar. Please type the full first name before the last name of both, indicating affiliation and country and email address.

Workshop Contact:

Please select the organiser/facilitator who will act as point of contact and add email address.

Topic areas: Please indicate the topic areas most applicable to your submission.

Groups: Please select the groups most applicable to your submission.

WORKSHOP ABSTRACT (Maximum amount of characters (including spaces) 3000)

Background:

Please explain the reasons and rationale for organising the workshop.

Learning objectives:

Please outline what the participants can expect to learn through this workshop.

Expected outcome/results:

Indicate what innovative methods you will use to conduct the workshop. What is the added value of organising the workshop? Include the layout of the workshop.

Main messages:

Please summarise the impact of your proposed workshop in two short key messages (200 characters maximum).

Before submission:

Password: select password and re-enter password in provided field.

Comments

Technical requirements:

Please specify any technical or other special requirements for your presentation.

Optional comments:

Provide additional comments, if necessary

Check over your entries, making sure everything is completed. When ready, click on the make submission button once.

GOOD LUCK!