# Guidelines for Speakers

**Joint ITU-WHO Workshop on e-Health Standards and Interoperability
(Geneva, Switzerland, 26-27 April 2012)**

Where to find up-to-date information

The website with information including programme agenda, session objectives, speakers’ information and presentations for this workshop is available at <http://itu.int/en/ITU-T/Workshops-and-Seminars/e-Health/201204>. Please consult the programme on the website for the specific day and time of your presentation and check the website from time to time for other updates to your session and/or for the workshop.

Session structure and timing

Speakers are asked to present their topic (presentation with time for 1-2 brief questions) in a **15 minute** time slot., . Each session will be followed by a question & answer period, so speakers will have a chance for further elaboration on their topic. Discussion sessions later in the workshop will allow for additional points to be explored with all participants

Session 2 will follow a different format. Presenters are asked to provide a very concise set of slides, to a **maximum of 10 minutes**.

Speakers will be contacted by their session moderator regarding the objectives of the session and to answer any questions about the format, etc.

Presentation material

We suggest a **15-minute presentation** should consist of **8-10 slides**. For Session 2, a maximum of 5 slides should be used during the presentation. If you have additional slides, you may put them in a "back-up slides" section at the end of your slide set. Those additional slides may be useful for those who download the presentation from the website (see below).

For a harmonized look-and-feel of the workshop materials, you are encouraged to develop your PowerPoint slides using the workshop template embedded in the Table on page 2 of this document. If you wish to have your PowerPoint presentation published in PDF format, you are kindly requested to submit it already converted in that format.

Points of notice

* All presentations will be made publicly available on the workshop website, will be webcast to remote participants during the event and may be recorded for future viewing. By presenting in the workshop, you acknowledge and accept these conditions.
* Due to the limitation of data space, please try to limit the size of your final presentation to **2 Mbytes**.
* During the workshop, all speakers will be asked to present using a PC computer provided by the ITU and connected to a projector. This will suffice for most presentations; however, some may require **special software** (e.g. movie players, sound clip players, etc) that may not be available on the supplied computer. For those more elaborate presentations, your laptop may be a more appropriate tool to conduct the presentation. Please inform tsbworkshops@itu.int if this is the case for your presentation. **If your PowerPoint slides include embedded audio or video files, please be sure to provide a copy of the relevant materials (movies, sound clips, etc) separately along with your final presentation**.
* If you have a full-length paper (in WinWord or PDF format) in addition to your PowerPoint presentation, we will be happy to also make it available from the workshop website.

Actions

All speakers are kindly requested to send the following documents to tsbworkshops@itu.int within the corresponding deadlines:

* A **short biography** (in WINWORD format) with a good quality **photo and a brief abstract** as soon as possible and no later than **6 April 2012**. All these details will be posted on the workshop website as soon as they are received.
* A **final version of your presentation** (in PowerPoint or equivalent format) as soon as possible and no later than **13 April 2012**, with copy to simao.campos@itu.int.
**NB:** This will give your *session moderator* ample time to review before final posting on the ITU website.

Logistics

* **Workshop location –** The workshop will take place at the ITU Headquarters. Registration will take place at the Montbrillant building of the ITU campus at [Rue de Varembé 2](http://maps.google.com/maps/ms?near=Rue+de+Varemb%C3%A9+2,+1202+Geneva,+Switzerland&geocode=&f=l&ie=UTF8&t=h&ei=rwlJSM8MhuTbArHF0KYF&view=map&hl=en&msa=0&msid=113439601118138105577.00044efca145f9a83c46a&ll=46.221393,6.139265&spn=0.002598,0.00456&z=17&source=embed), Geneva, Switzerland.
* **Accommodation** – Please book your hotel rooms as soon as possible. For detailed information on list of hotels and how to get to ITU Headquarters, please refer to the *Practical Information* on the event website: <http://int/en/ITU-T/Workshops-and-Seminars/e-Health/201204>.
* **Pre-registration** – Please pre-register onlin*e as soon as possible* using the following link: <http://www.itu.int/reg/tws/3000353>.

Deadlines

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Deliverable** | **Template** | **Deadline** |
|  | Submission of **an abstract**, a **short biography** (in WinWord format), preferably with a good-quality **photo** For examples, see:<http://itu.int/ITU-T/worksem/cce/bios.html>  |  | **As soon as possible and no later than6 April 2012** |
|  | Submission of any **additional materials** (full-length paper, other information papers, other materials connected to the presentation)  |  | **As soon as possible and no later than 6 April 2012** |
|  | Submission of the **final version of the presentation slides** (in PowerPoint format)  |  | **As soon as possible and no later than 13 April 2012** |

TSB (= ITU-T Secretariat) is always ready to help. Please don’t hesitate to contact us at tsbworkshops@itu.int.

\_\_\_\_\_\_\_\_\_\_\_\_\_