



## SYMPOSIUM SUBMISSION GUIDELINES

A symposium is a 90-minute session with up to five speakers on a specific topic but with different perspectives and/or settings. Once submitted, symposia will be peer-reviewed and, if accepted, organised by track and core content by the Scientific Committee.

### **1.0. Session Time**

Symposia will take place during core programme hours. The Secretariat will allocate dates and times of presentations to accommodate appropriately into the programme and minimise the overlap of tracks.

**1.1. Session Duration** - 90 minutes.

### **2.0. Track**

The most appropriate track will need to be chosen. This is to assist with programme planning, and track choice has no impact on the selection process.

- **Track A:** Political Commitment and Resource Mobilization
- **Track B:** Private Sector Engagement in TB Control
- **Track C:** Communities, Rights and Gender in TB
- **Track D:** Childhood Tuberculosis
- **Track E:** TB/HIV, Hepatitis, COVID, Diabetes etc
- **Track F:** Drug Resistant Tuberculosis
- **Track G:** Tuberculosis among Vulnerable Groups – Prisons, Nomads, Miners, Internally Displaced Persons (IDP) Camps etc
- **Track H:** Tuberculosis Prevention and Infection control
- **Track I:** Innovation in TB Diagnostics and Treatment
- **Track J:** TB Treatment and Care in Adults
- **SYMPOSIUM**

### **3.0. Session Chairs**

Symposia will have one to two individuals serving as chairs. Chairs play the role of coordinators, communicate with speakers, submit the session online, liaise with the Secretariat about changes and moderate the session.

**4.0. Speakers:** Minimum of four and maximum of five speakers.

### **5.0. Session description**

Describe the overall objective of the session in 150 words or less (minimum of 10).

### **6.0. Presentation description**

A short description of 100 words or fewer should be submitted for each presentation. The presentation description will be considered for publication in the Abstract Book and in the online programme.

### **7.0. Biographies**

A biography of no more than 100 words should be submitted for each proposed speaker. The biography will be considered for publication in the online programme.

#### **8.0. Submission**

Online submission will be open on 1<sup>st</sup> August 2024 and close on 30<sup>th</sup> September 2024 at 23:59 West African Time. Symposia are editable until then. No further changes are accepted after that deadline.

#### **9.0. Review**

Symposia will be subjected to peer review by a minimum of three experts and assessed based on objectives, relevance/advances in the field, potential impact coherence of session, originality, and subject area representation. Symposia covering novel, emerging or previously neglected topics in TB and those presenting new methodologies or significant new data will be given priority.

#### **10.0. Use of non-stigmatising language**

The Stop TB Partnership Nigeria is committed to promoting people-centred language in all conference abstracts and presentations. During submission preparation, the guidelines laid out in the Stop TB Partnership's publication, *Words Matter – Suggested Language and Usage for Tuberculosis Communications* (2<sup>nd</sup> Edition – 2022), should be followed.

All proposals using stigmatising language will be scored based on the review criteria and the Scientific Committee will assist and work with the submitters to use more acceptable language. Below is a list of examples of stigmatising words/phrases that will be highlighted for reviewers consideration:

- TB Contact (prefer 'contact person')
- Defaulter (prefer 'person lost to follow-up')
- Illegal/alien worker (prefer 'noncitizen resident or unauthorized resident/worker')
- He-his or she-her (prefer 'they-them')
- Suspect (prefer 'person with presumed TB')
- TB control (prefer 'TB prevention and care or ending TB')
- AIDS patient (prefer 'person living with HIV/AIDS PLWHA/PLHIV')

#### **11.0. Contact with submitters**

Please make sure that you are entering the active email address, as all communication will be made to the email addresses you enter.

#### **12.0. Notification**

Notification about the status of the submission will be emailed to the session chairs and submitter LATEST by the end of October 2024.

#### **13.0. Attendance and registration**

All delegates registered for the conference can attend symposia as a part of the core programme. Speakers and Session Chairs are required to register for the conference.

#### **14.0. Consent**

If selected, the chairs and speakers should agree to the attached form relating to the release, recording and publication of their presentation and session.

#### **15.0. Non-Compliance**

Non-compliance with Abstract/Symposium submission guidelines would lead to automatic disqualification of the application.



## **SPEAKER / PRESENTER CONSENT FORM**

As a Speaker/Author/Coauthor/Presenter, I hereby agree:

1. To the release and publication of the summary of my presentation, my presentation slides and the audio and/or video recording of my presentation(s), its live broadcast during the 2024 National TB Conference, including the introduction and live questions and answers, and its accessibility at leisure or on demand to all registered participants in the Conference library.
2. To the subsequent use of my presentation slides (and the audio and/or video recording of my presentation(s) by the Stop TB Partnership Nigeria (STPN). The STPN will not be liable if any content is replicated and/or distributed/shared.
3. That copyright of content is retained by the speaker(s)/contributor(s), and that copyright in the recordings will be retained by The STPN.
4. That I own the copyright for images contained within slides and other presentation materials. If excerpts from copyrighted works are included, I have obtained written permission from the copyright owners and acknowledge the sources in the presentation.
5. I also warrant that the presentation contains no libellous or unlawful statements and does not infringe the rights of others and that I will indemnify the conference organisers against any loss, injury or expense arising out of any breach of this warranty.
6. To the use of my data being processed for this recording and subsequent publishing. My data will be processed following the provisions of the data protection law.

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**Full Name**

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**Conference Registration No.**

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**Signature & Date**