

PRE-CONFERENCE SUBMISSION FORM

We look forward to receiving your pre-conference submission. Please complete every section of this form to ensure you provide adequate information for the pre-conference.

Please send your completed form to: preconference@icasa2017cotedivoire.org

The deadline to receive submissions is: **31st July, 2017**

Notification will be sent out: **1st September, 2017**

Section 1: Pre-Conference

Facilitator/Point Person for Pre-Conference:

Email address of Facilitator/Point Person:

Title of Pre-Conference: *Provide a suitable title; please use Title case. (200 Words)*

Main topic(s):

Objective/s (200 words): *Specify what participants attending your pre-conference will expect to learn and/or to be able to do by the end of the session. The objectives allow participants to assess what they will learn from the pre-conference and whether they want to attend it.*

Format/Agenda (100 words): *Provide an outline of how the pre-conference will be conducted. Include timeframes during the pre-conference. It is recommended that participants make action plan so as to ensure the delegates can follow-up.*

Target Audience: *Specify the group(s) that would most benefit from attending the pre-conference (e.g., clinicians, nurses, community activities organizers, program managers, policy-makers, researchers, advocates; beginner versus experienced; technical versus non-technical, etc.)*

Language(s) of Pre-Conference: English French

Pre-Conference Length 1 Day 2 Days

Maximum Number of Participants: *Provide the maximum number of participants in the pre-conference. Pre-Conferences are always popular with Conference delegates. For ICASA 2017, we will work on a first come, first served basis.*

100 120

Standard Room Set-up: *All rooms will be in theatre style.*

The standard audiovisual equipment set up is:

- One LCD projector
- Computer running MS PowerPoint 2007 (operated by staff; *please upload your slides at the Speakers Centre at least five hours before the start of your pre-conference*)
- One screen displaying the PowerPoint presentation
- Two microphones
- Laser pointer or mouse pointer
- Additional equipment that is needed for the pre-conference (*please indicate*):
 - Flip charts: number _____
 - Marker pens: number _____

Additional information:

Section 2: Contact Information

Please furnish contact information for each pre-conference facilitator (maximum three).

Submitter Information	Facilitator 1	Facilitator 2	Facilitator 3
First Name:			
Last Name/Surname:			
Gender (Female/Male)			
Educational Degrees (e.g. PhD, MD, MPH, RN, etc.):			
Current Title (within your organization):			
Department/Program:			
Organization:			
Main Address:			
City, State/Province			
Zip/Postal Code			
Country			
Communication Details:			
Telephone			
Mobile			
Fax			
Preferred Email			
Alternative Email			

Please submit this form as an email attachment to preconference@icasa2017cotedivoire.org before or by **31st July, 2017**