

INFORMATION FOR FACULTY
GUIDELINES AND TECHNICAL NOTES

This document provides participants playing a role in the programme of Forum 8 with a set of guidelines and principles required for the smooth running of sessions. It includes guidelines for faculty, information on technical issues, and recommendations regarding gender and equity issues, as set out in the sections below.

1. Guidelines for faculty¹

We hope that the following guidelines will help in running the sessions as efficiently and effectively as possible.

a) Chair

(i) Pre-session issues

Prior to each session, the chair should have:

- become familiar with the content and objectives of the session
- reviewed the abstracts for each presentation
- reflected on the session's expected output.

The chair should meet with the speakers and rapporteur in the session room to discuss final arrangements 20 minutes before the session starts.

(ii) Starting the session

At the start of each session, the chair will:

- review the session's objectives
- introduce speakers, giving their institutional affiliation and the topic of their presentation
- indicate if there is any change in speakers from the printed programme
- introduce the rapporteur of the session
- indicate the time allocated for each presentation and for the discussion
- explain the time-keeping mechanism.

The chair will raise a YELLOW CARD three minutes before the end of a presentation to indicate that the allocated time has run out. The chair will raise a RED CARD to indicate that the speaker should immediately end the presentation.

(iii) Starting the discussion:

After the last presentation, the chair will:

- remind the audience of the session's objectives

¹ Faculty: refers to chairs and co-chairs, speakers (including presenters, discussants, moderators and panellists) and rapporteurs.

- introduce any technical issues related to the topic under discussion at the session (maximum three minutes)
- open the session for discussion.

(iv) Conclusions by the chair

The chair should reserve five minutes at the end of the session to:

- summarize the main points emerging from the discussion
- thank all presenters for their contribution and the audience for their participation
- highlight any associated sessions or presentations, in particular related posters.

The chair will hand over his/her notes to the rapporteur at the end of the session.

b) Speakers

Speakers (presenters, discussants, moderators, panellists) are expected to:

- plan and prepare a presentation within the guidelines given by the session officer²
- make a test run of their presentation in the faculty room well before the session
- meet with the other speakers 20 minutes before the session to review the organization of the session and keep the presentation within the time frame.

Speakers have been informed of the time they have been allocated for each presentation and are requested to respect this agreement.

Presentations should not exceed the time allocated as this will shorten discussion time.

Speakers using PowerPoint presentations should bring to the session their own electronic presentation (even if they have submitted it to the Global Forum beforehand). They should be sure to leave the latest file with the Global Forum.

c) Rapporteurs

Rapporteurs play a key role in documenting important issues emerging during each session. They need to be familiar with the content and objectives of their session.

Rapporteurs are responsible for the following:

- note any change from the printed programme (faculty, affiliations, etc.)
- highlight three or four important points raised in each presentation
- highlight the main issues identified in the discussion including the steps that will follow in the collaboration between partners
- write down summarized conclusions made by the chair
- gather all notes and documents used in the presentations
- discuss any issues for clarification with the chair or speakers at the end of the session
- submit all documentation to the documentation centre.

² Session officer: member of the Global Forum Secretariat with responsibility for the session.

Rapporteurs are free to use any style of reporting provided the above conditions are fulfilled. They may also add in their own comments (with identification). All reports should be returned to the Global Forum Secretariat by 26 November 2004.

A bell will sound over the hotel system five minutes before the sessions start; all members of faculty are asked to assist in directing participants to the meeting rooms.

2. Technical information:

This section relates to abstracts, papers and technical equipment.

a) Technical equipment:

All meeting rooms are equipped with a laptop and LCD for PowerPoint presentations. Slide projectors/VHS video projection (Specify NTSC or PAL/SECAM) can be arranged upon request.

Please contact Kirsten Bendixen by email (kirsten.bendixen@globalforumhealth.org) or by fax (+41 22 791 4394) before 1 October 2004.

b) Documentation and deadlines:

(i) Abstracts:

Your abstract has been accepted for oral presentation in Forum 8 or for a poster session (taking place during the breaks on Wednesday, Thursday and Friday afternoon). A book of abstracts will be distributed to all participants, alongside the programme, for ease of reference.

(ii) Full papers:

A synthesis report will be published after the meeting summarizing the main ideas presented during Forum 8.

In order to make optimal use of all input from the various sessions, we ask you to submit the full paper of your presentation to Melanie Brown before 30 September 2004 (melanie.brown@globalforumhealth.org).

The Global Forum will produce a CD-ROM including the programme of Forum 8, list of participants, full texts of presentations and corresponding PowerPoint presentations. This will be distributed to participants after the meeting, and the same information will be available on our website www.globalforumhealth.org.

3. Recommendations on gender and equity issues for the sessions

The Global Forum recommends that all processes, such as calls for abstracts, review of proposals and preparation of sessions explicitly address gender and other equity issues. While it is not always possible to achieve a balanced panel of presenters with respect, for example, to gender, ability, race or geographical representation, it is difficult to discuss inequities in health and health research – let alone understand what the issues are – without input from those with first-hand knowledge of these inequities.

The Global Forum therefore urges chairpersons, speakers and rapporteurs to pay attention to the following points in the preparation and running of sessions:

- Documents prepared for the annual meeting include specific gender and equity content, i.e. they indicate what gender and other equity issues will be addressed, why they are important and how they will be addressed.
- Participants always include persons and organizations with demonstrated expertise in gender and other equity issues, recognizing that special expertise is needed as for any other technical concern.

The Global Forum has drawn up the following recommendations on poverty and equity issues in health research

RECOMMENDATIONS REGARDING POVERTY AND EQUITY IN HEALTH RESEARCH

A systematic approach to identifying and eliminating inequities in health and health research forms a central part of the objectives of the Global Forum for Health Research. This includes identifying and eliminating any biases in research, policies and practices that result in disadvantage to groups of people on the basis of gender, ability, race, social class, religion, age, sexual orientation, language or geographic region, amongst others.

Historically, the Global Forum has had a systematic approach to gender throughout its work. It is estimated that more than 60% of the world's poor are women. The health of these women is often adversely affected not only by their poverty but by the gender inequalities that continue to divide many of the world's poorest countries. Though they have many health problems and health care needs in common, women and men are divided by both their biological sex and their social gender. The gendered hierarchy in access to social goods and participation in decision-making tends to disadvantage women over men in most societies, resulting in lack of attention in research to women's health issues, and in the delivery of and access to health care programmes and services. Unless efforts are made to dismantle this hierarchy and to take the biological and social difference between women and men into account, research related to health and the delivery of medical and public health services will be severely constrained in their efficacy and their equity. Under these circumstances it is likely to be women in the poorest communities who will be worst affected.

The overall principle is that both sex and gender are integrated as key variables in all strategies of the Global Forum:

- annual Forum meeting
- measurement of the 10/90 gap and the development of priority-setting methodologies
- synthesis review of research capacity strengthening efforts in low- and middle-income countries
- communication and information
- overall monitoring and evaluation of the Global Forum activities.

This work on gender has led to an increased awareness that disadvantage arises not just from gender, but also from hierarchies based on ability, race, social class, etc. Disadvantage deriving from these hierarchies comes in many layers that often intersect and compound each other. Work to reduce inequities in health and in health research must shed light on and address these multiple layers of disadvantage.

Disabled people, for example, are the most marginalized groups in all societies. According to James D. Wolfensohn, President of the World Bank:

Of the more than 1.3 billion people worldwide who struggle to exist on less than a dollar a day, the disabled live at the bottom of the pile... Without bringing the disabled into the mainstream of development, it will be impossible to halve the incidence of poverty by 2015 or to give every girl and boy the chance to achieve primary education by the same date, agreed to by more than 180 world leaders at the United National Millennium Summit in September, 2000. Addressing disability is a significant part of reducing poverty; it is not a new area for action. Bringing the disabled out of the corners and the back alleys of society, and empowering them to thrive in the bustling centre of national life will do much to improve the lives of many of the poorest of the poor across the world. It will certainly enrich society as a whole.

(<http://www.hinduonnet.com/thehindu/2002/12/03/stories/2002120304011100.htm>)

The concentration of the global health burden in the countries of Africa, Asia and Latin America calls attention to biases based on race, social class and geographic region.

In light of this, the Global Forum seeks to ensure that analysis that explores the roots of inequities in health and health research is fully integrated in all of its work. For this reason, it supports the development of analytical tools and research instruments and methodologies. It is the intention that gender and equity analyses will inform all the work of Forum 8, its discussions and output.