**1) Poster Submission Form**

| **Infographic Information** | |
| --- | --- |
| **1. Contact Details (of person submitting)** | |
| 1.a First Name |  |
| 1.b Family/Last Name |  |
| 1.c Name of organisation /entity |  |
| 1.d Email address |  |
| **2.a How many presenters are expected to attend?** | |
| 2.b Presenter(s) Full Name |  |
| 2.c Presenter(s) organisation |  |
| **Poster** | |
| **3. Title/Theme of Poster** | 1 sentence |
| **4. Country/region(s) in focus** | Please list all |
| **5. Rationale/Purpose** | |
| 5.a What do you hope to present through this poster? |  |
| 5.b Explain what information will be featured in the Poster and why this is relevant and useful for the CPHA / humanitarian sector | 50 words maximum |
| **6.** **One key take-away**  What is the **1 key message people will take away from this** Poster? | 1 sentence |
| **7. Describe the links with the Annual Meeting theme(s)** | 50 words maximum |
| **8. Background/context** | 50 words maximum |
| **9. Format**  Please give a brief description of the layout or design of the Poster. | 50 words maximum |
| **10. Language** | English and/or Spanish |

**2) Thematic Session Submission Form**

| **Abstract Information** | |
| --- | --- |
| **1. Contact Details (of person submitting)** | |
| 1.a First Name |  |
| 1.b Family/Last Name |  |
| 1.c Name of organisation /entity |  |
| 1.d Email address |  |
| **2. How many speakers are expected to attend? (Up to two)** | |
| 2.a Speaker 1 Full Name |  |
| 2.b Speaker 1 organisation |  |
| 2.c Speaker 2 Full Name |  |
| 2.d Speaker 2 organisation |  |
| **Abstract** | |
| **3. Title of presentation** | 1 sentence |
| **4. Country/region(s) in focus** | Please list all |
| **5. Rationale/Purpose** |  |
| 5 a. Explain why the session is relevant and useful for the CPHA / humanitarian sector | 50 words maximum |
| 5 b. What specific gaps or opportunities will it fill? | 50 words maximum |
| 5 c. Describe the links with the Annual Meeting theme(s) | 50 words maximum |
| **6. One key take-away**  What is the 1 key message participants will take away from this session? | 1 sentence |
| **7. Background/context** | 150 words maximum |
| **8. Challenges and lessons learned**  Please outline any challenges or lessons learned you would like to share in the session | 150 words maximum |
| **9. Format of the session**  Please describe the format you suggest for the (maximum 15 minute) session you are proposing. | 150 words maximum |
| **10. Language** | English and/or Spanish |

**3) Interactive/Panel Session Submission Form**

| **Session Information** | |
| --- | --- |
| **1. Contact Details (of person submitting or preferred contact person)** | |
| 1.a First Name |  |
| 1.b Family/Last Name |  |
| 1.c Name of organisation /entity |  |
| 1.d Email address |  |
| **2. How many speakers are expected to attend?** | |
| 2.a Session Lead / Facilitator Full Name |  |
| 2.b Session Lead / Facilitator organisation and job title |  |
| 2.c Session Lead / Facilitator time zone |  |
| 2.d Session Lead / Facilitator email address |  |
| 2.e Speakers / Panellists / Co-Facilitators | Please list all confirmed people who will contribute during the session by name and include their email address, organisation, job title and time zone |
| **Abstract** | |
| **3. Proposed Session Title** | 1 sentence |
| **4. Objective**  What do you hope to achieve through this session? | 1 sentence |
| **5. Expected outcome**  What change do you expect to see/contribute to through this session? |  |
| **6. Rationale / Purpose** | |
| 6 a). Explain why the session is relevant and useful for the CPHA / humanitarian sector | 50 words maximum |
| 6 b). What specific gaps or opportunities will it fill? | 50 words maximum |
| 6 c).Describe the links with the Annual Meeting theme(s) | 50 words maximum |
| **8. Speakers/facilitators** *Please* provide any additional information on:   * The session **organisers** * The **facilitators** * The **speakers**   Please consider diversity within the group, as applicable to your session | 150 words maximum |
| **9. Format of the 60-90 minute session**  Is it a panel discussion, series of interactive presentations, workshop style session, or something else?  What engaging / interactive methods do you propose to use? | 50 words maximum |
| **10. Duration**  Please let us know if your session is planned for 60 or 90 minutes | 60 minutes  90 minutes |
| **11. Language** | English and/or Spanish |
| **12. Background reading**  If applicable, please list any relevant background reading which is relevant to the session content |  |