



PRE-CONFERENCE SESSION GUIDELINE

THE 10TH HTASIALINK ANNUAL CONFERENCE

Pre-conference Session Guideline

All HTAsiaLink members are invited to propose hosting pre-conference sessions at the 10th HTAsiaLink annual conference. Members can also host the sessions together with collaborators such as HTAsialink MoU partners or your development partners.

The pre-conference will be held on 30 November 2022 in the forenoon in Pattaya, Thailand. Those interested may submit a concept note for the session which will be reviewed by the organising team. Should the proposal be accepted, the concept note will be made available on HTAsiaLink platforms, and a session coordinator will be assigned by the organiser to assist with the session.

Please complete this template for the concept note and submit to htasialinkconf@hitap.net and htasialink2022@hitap.net

Important dates

Submission deadline: Aug 30, 2022

Announcement of results: Sep 30, 2022

Concept Note Template

**Pre-conference session of the 10th HTAsiaLink Annual Conference
Pattaya, Thailand**

Date: 30 November 2022

Time slot: 9 – 10:20 am 10:35 – 11:55 am

[Please check the time slot(s) you would like to host the session]

Title: *[Title of session]*

Session lead: *[Name of organisation]*

Contact person: *[Name, email address of contact person]*

Background: *[Please provide background information, highlighting the importance of the topic in 200-300 words]*

Objective: *[Please indicate the objectives of this session]*

Expected output/outcome: *[Please indicate the expected outputs from the session e.g. a report or outcomes e.g. increased understanding of a topic]*

Format: *[E.g. Presentation and open discussion, workshop, other. Please also indicate any requirements for setting up the venue for the event]*

Agenda:

Time	Particular	Person (s) responsible
<i>[E.g. 9-9:10 am]</i>	<i>[E.g. Introduction of presenters/panel]</i>	<i>[Add name or title of speaker]</i>

Speakers: *[Please add list of speakers with their portrait and a short biography]*