Information required to submit an organized session

The organizer of an organized session proposal is required to submit all information for the session, including the abstracts for each presentation. This document provides an overview of all information required to assist you in collecting this information from session participants before entering the abstract submission system.

Session details
- Title of session (please use ‘title case’ format, i.e. ensure that all words of more than three letters or more begin with a capital, e.g. “The Economics of Obesity in Latin America”)
- Description of session, including how participant discussion will be promoted (750 word maximum) – Please note that to ensure blinded review, the names of presenters and discussants should not be included in this description
- Sub-field (select up to three health economics sub-fields – please see list of sub-fields here)
- Please indicate whether the session is relevant to any of the iHEA Special Interest Groups (please see list of Special Interest Groups here)
- Organizer details
  - First/given name
  - Last name
  - Affiliation (University or institution)
  - Country
  - Email address
- Details of Chair (can be the same as the organizer)
  - First/given name
  - Last name
  - Affiliation (University or institution)
  - Country
  - Email address
- Details of any discussants
  - First/given name
  - Last name
  - Affiliation (University or institution)
  - Country
  - Email address

Details of the papers to be presented in the session (the information below will be required for each paper)
- Presenter
  - First/given name
  - Last name
  - Email address
  - Affiliation (University or institution)
  - Country
  - As the 2021 Congress will be virtual, to assist in scheduling of sessions, please indicate what time zone you will be in during July 2021 (if your precise time zone is not listed, please select the nearest time zone to you) (please see list of time zones here)
- Title of paper (please use ‘title case’ format, i.e. ensure that all words of more than three letters begin with a capital, e.g. “The Economics of Obesity in Latin America”)

• Funding sources (Please indicate any significant funding sources for this submission or related research project)
• Has the research being presented received ethics approval? Yes No
• Is this abstract based on research involving primary data collection? Yes No
  o If yes, is the presenter from (one of) the countries which is the subject of the research, or did the presenter invest considerable time working in the country (or at least one of the countries if a multi-country study) where primary data collection took place and developing a substantial relationship with colleagues in the country during the research? Yes No
    ▪ If no, please explain the circumstances under which this research was undertaken and your role relative to that of researchers based in the country where the primary data was collected. (free form text box)
• Your presentation will be made available to those registered for the virtual congress. Would you like to make your presentation publicly available through posting on the website after the congress? Yes No
• Does the presenter require financial assistance to participate in the conference? Please note that only residents of low- and middle-income countries, and full-time students, who do not have access to other funding sources will be considered for financial support, and that very limited resources are available for such support. Yes No
  If yes:
    o What country are you a citizen of?
    o Are you currently a full-time student? Yes No
    o Name of the institution that you work for or study at
    o Please select one of these options:
      ▪ My institution does not provide any financial support to attend scientific conferences
      ▪ My institution only provides partial financial support to attend scientific conferences
• Name, affiliation, country, and email address of all authors (please include the presenter as the first author)
• Abstract (500 word maximum)
• Conflicts of interest