

48th Union World Conference on Lung Health 11 – 14 October 2017, Guadalajara, Mexico.

The Union is pleased to announce 'Encuentro', a vibrant space driven by communities involved in the fight for lung health. Encuentro, meaning 'meeting' or 'gathering' in Spanish, is a place where community activists, civil society, local organisations and others come together with scientists, researchers and policy-makers to rally for a common cause. Encuentro will host events, encourage discussion and inspire activism and change.

Open to the public of all ages and backgrounds, as well as conference delegates, Encuentro will host activities ranging from:

- **Scientific and community-focused sessions** (panel discussions, skill-building workshops and testimonials)
- **Exhibitions spaces for NGOs** (display materials, speak with interested parties and potential partners and spread the word about your work. Organisations may sell items created by or in support of people affected by lung disease)
- **Networking space** (apply for time slots in the networking space, which can be used to host discussions, brainstorming sessions or town-hall style meetings. Benefit from the wide audience the conference brings together to get a range of insight into issues and to discuss new ideas with a diverse group.)
- **Cultural activities** (art displays, performances and participatory activities)

Important note: Please read these guidelines carefully before you begin to be sure your proposal is submitted under the correct category.

Deadline for submissions: **2 May 2017**

Information for coordinators (the person submitting the session proposal is the coordinator and will be the point of contact for the conference secretariat):

- Write a short description of each session, keeping in mind that you will not be able to amend it once your session is accepted for presentation
- Do not exceed the maximum number of characters authorised. Reviewers will not be able to see any text beyond the word limit
- Specify the target audience and the objectives of the proposed session
- Include titles for each presentation and provide email addresses for suggested speakers. The system will retrieve the names of individuals already in our database
- Propose session chairs and provide their email address
- For email address not identified by the system, create a new contact by entering the following details: e-mail address, job title, organisation, and country
- Ensure all contact details are correct. This information will be used for all communication with the proposed speakers and session chairs
- Proposed chairs and speakers should be aware of their inclusion before they are formally invited to present and/or chair the session by the Conference Secretariat
- Consider replacement chairs and speakers in case the ones initially proposed decline the invitation

NB: Due to a limited number of sessions available, coordinators of different accepted sessions may be requested to merge their sessions in order to be able to accommodate as many sessions as possible.

Guidelines for submission:

New user: If you are a new user, click on *First Visit* on the right-hand side of the screen.

Forgotten password: If you have forgotten your password, click on *Forgot your password?* On the right-hand side of the screen.

Option for proposal: Choose whether you intend to propose a session (panel discussion, skill-building workshop or testimonial), a cultural activity (art display, performance or participatory activity) or networking space, or if you are applying for an NGO exhibition space.

Tracks: Please choose from the drop down list of relevant subjects you believe your proposal best relates to. The options are TB, HIV, tobacco control, adult and child lung health and other.

Title and description: Enter the title of the proposed session. Be careful not to exceed the character limit as text beyond this limit will be truncated.

Chairs and coordinators (if applicable): Enter the email addresses of coordinator 1 (mandatory) and chair 1 (optional). Please make sure these email address are valid. All communication between the conference secretariat and the coordinators will be sent to these addresses.

You may select two chairs and two coordinators for each session. The coordinator may not chair their own session.

Target audience, objectives and keywords: Briefly describe the proposal, list the target audience and outline the objectives of the session. Be careful not to exceed the character limit as text beyond this limit will be truncated.

The following criteria apply only to proposed sessions, cultural activities or networking spaces

List of presentation(s) and speaker(s): Click on *Add a presentation* to fill in the list of proposed presentations and speakers. Please make sure that the proposed speakers will be available at the time of the conference to avoid last minute changes and that you are entering their active email address.

Details of presentation(s) and speaker(s): Enter the title of each presentation and the email address of the proposed speaker. The system will retrieve the names of individuals already in the database with their email addresses. For new records, you will have to enter the full contact details: email address, job title, organisation and country.

Save your session: Click on *Save your session* to save your work. You may sign in later to complete or edit your application. Do not forget to submit this session for review before the deadline.

Final submission: When you have completed the application, verify your data and click on *Submit your session*. **Modifications are not possible after submitting.** You will receive an email confirmation with a copy of your session as an attachment. You may also retrieve a PDF copy of the proposed session you have just submitted by clicking on *Export* from within the submission platform.

The deadline for submission is 2 May 2017.