SUBMISSION CHECKLIST

- ❑ Have you read the **submission guidelines** carefully?
- ❑ Do you have a **clear objective**?
- ❑ Does your **summary** "sell" your session / proposal to the target audience?
- ❑ Have you selected the **appropriate format**? Workshop, rapid fire, or poster?
- ❑ Does it add value to the **community of practice**?
- ❑ Does it relate to the conference **theme and sub-themes**?
- ❑ Have you carefully reviewed your proposal to ensure **clarity and quality**?
- ❑ How can you make the workshop most **interactive**?
- ❑ Does your proposal include **voices** from endemic countries and/or people with lived experiences?
- ❑ Have you thought about who you can **collaborate** with?