

# 17<sup>a</sup>



## Conferência Nacional de **Economia da Saúde**

ISEG Lisbon School of Economics & Management  
20 a 22 de Outubro de 2021

<https://17cnes.apes.pt>

### Technical Details and Instructions

Welcome to the 17<sup>th</sup> National Conference of Health Economics, organized by the Portuguese Association of Health Economics (APES). This event will take place between the 20<sup>th</sup> and the 22<sup>nd</sup> of October at ISEG Lisbon School of Economics and Management. We are looking forward to seeing you!

This year's event is different, so we have prepared this manual for you to engage, presential and online, and ensure you have the best conference experience:

- Make a daily plan considering the sessions you aim to attend.
- Engage actively in the sessions you attend. Add questions and comments, promoting the discussion and knowledge exchange, by raising your hand or your digital hand in Zoom and wait until the chair invites you to speak.
- Take advantage of the networking opportunities that may arise. Exchange your contacts with others personally or using the chat.
- If you have any questions, doubts, or if you need support during this hybrid conference, please contact us at [apes@apes.pt](mailto:apes@apes.pt). If you are at ISEG – Lisbon School of Economic and Management, you can find a technical support team member in each of the three presentation rooms.

#### Program

The conference program is available at <https://17cnes.apes.pt/>

#### Time-Zone

The Conference program has been scheduled in GMT. Please ensure that you set the correct date and time slot for your presentation.

## How to participate in the online sessions?

### 1. Zoom Tips:

- 1.1. Download and install the latest Zoom version;
- 1.2. If you have never used Zoom before, we recommend you familiarize yourself with it in advance through the online tutorials provided by Zoom. You can go to <https://zoom.us/test> at any time to test your audio, video, and internet connection.
- 1.3. To change your name after entering a Zoom meeting, click on the “Participants” button at the top of the Zoom window.  
Next, hover your mouse over your name in the “Participants” list on the right side of the Zoom window. Click on “Rename”.  
Enter the name you would like to appear in the Zoom meeting and click on “OK”.

### 2. Zoom Sessions

**Participants and presenters that have selected the online conference fee will receive the zoom links a couple of days prior to the beginning of the conference.**

There will be one zoom link specific to each room (three zoom links will be simultaneously available, one for each room). Participants should check the program in advance to select their preferred sessions and enroll in the respective zoom meeting.

**Please do not circulate the Zoom links nor post them online.**

## How to engage in the conference – presential or online?

### 1. Session Format

In sessions with **3 papers**, each presenter will have **15 minutes** to present, followed by 5 minutes for the discussion.

In sessions with **4 papers**, each presenter will have **10 minutes** to present, followed by 5 minutes for the discussion.

One member of the organizing committee will be present at the presential room on ISEG.

### 2. For all Participants

#### 2.1. I am at the Conference site

Please join the room a few minutes before the starting time of the session, so that it can start right on time. We recommend you to consider the following rules:

- During the session, please keep quiet and silent. Turn off your phone or put it on “silent” mode.
- If you would like to ask a question or join the discussion, please raise your hand and wait till the chair invites you to speak.
- Before asking a question, please identify yourself with your name and affiliation.
- Face masks must be used at all time and adequate social distancing should be maintained

#### 2.2. I am Online

Please join the Zoom meeting a few minutes before the starting time of the session, so that it can start right on time. If you're not on the virtual waiting room at the beginning of the session, we won't be able to guarantee your entry. We recommend you to consider the following rules:

- During the session, keep your microphone on mute. If you would like to ask a question or join the discussion, please raise your digital hand in Zoom (click the “Participants” button, and then click “Raise Hand”). Wait until the chair invites you to speak. Make sure you unmute yourself.
- Keep your camera on so we can make this session as engaging as possible.
- Use your real name and affiliation when logging in, so that we know who you are and will admit you to the meeting.

### 3. I am a Presenter

#### 3.1. I am at the Conference site

Please join the room 10-15 minutes before the session starts, so that the host can test that your presentation will be displayed properly. Please, prepare your slides in either .pdf or .ppt format.

Presentations should be uploaded to the computer available in the room prior to the beginning of the session. A specific folder for the 17CNES will be available in the desktop. Your presentation should be uploaded in that folder. Please include your name in the name of the file (i.e. "lastname\_sessionnumber"). No external computers can be used. After being introduced by the chair, you will present your work. Afterwards, the discussion will take place.

#### 3.2. I am Online

Join the Zoom meeting 10-15 minutes before the session starts, so that the host can test that your microphone, video and presentation are working properly. Please identify yourself with your name and affiliation so we can provide you access to the room before the audience.

Prepare your slides in either .pdf or .ppt format. After being introduced by the chair, you will present your paper. Please share your slides with the audience by using the 'Share screen' functionality of Zoom. Afterwards, the discussion will take place.

We recommend you to place yourself in a quiet space, with as little chance of interruptions as possible. Also, try not to have a bright source of light behind you, if using your camera. Also don't forget to provide your institutional contacts so you can increase your network contacts.

#### 4. I am a Chair

Your role is to introduce the session, keep track of time, and stimulate the discussion. You will also be responsible for admitting online participants. If you run into problems, please contact the organizing committee member which will be present in the room (search for the blue badges).

We recommend you join the room 15 minutes before it starts so you can be introduced to the presenters. Presenters can be either physically present or online. Before the beginning of the sessions, please make sure that online presenters are able to present, and screen share their slides.

We kindly ask you to admit all the online participants (via Zoom) that aim to attend the session, before its start. Please remind the rules of participation to the audience when you start the session.

Regarding your interaction with the presenter, please:

- Indicate the time left, or the end of their time. Please consider the presenter's preference. We suggest previously agreeing with the speaker if and when they want to be alerted of time limits. For online presenters, you may either (i) use the chat, or (ii) step in verbally (after unmuting yourself).
- Please mute your microphone while online presenters are speaking.
- Participants have been asked to raise their hand if they would like to comment or ask a question. Online participants have been asked to use the button "Raise Hand" if they would like to comment or ask a question.
- You will be made co-host so you can unmute and mute online participants and "lower their hands". You will see all these options by navigating to their name in the "Participants" pane.
- Make sure the chat as well as pane showing the list of participants is visible for you throughout the entire session. You can do so by clicking the "Chat" and "Participants" button (at the bottom of the screen) sequentially.

***Thank you for participating. We are looking forward to seeing you!***