



Workshop Facilitation Guidance

26th Texas Children's Global Health Network Meeting (NWM 2025)

Johannesburg, South Africa | November 3–7, 2025

<https://www.texaschildrens.org/NWM2025>

Expectations for Accepted Workshops

- **Room Set-Up:** Classroom style, with flexibility for participants to huddle for small group work.
- **Audience:** Plenary session with ~120 participants. Anticipate a multi-disciplinary audience with varied levels of experience and education. Engagement of the full audience is expected.
- **Presenters:**
 - Workshop acceptance does not guarantee in-person conference attendance. If you were a workshop authors, please check with your sites if you have been selected to attend the Network Meeting in person.
 - Please confirm who will present.
 - The workshop should be facilitated by in-person facilitators only.
 - We will not be able to arrange for remote (virtual) presenters for any portions of your workshop, but if you have trouble complying with this request, please let us know.
 - We encourage authors who are not traveling to the meeting to rehearse locally with the colleagues who will be presenting in person.
- **Engagement Tools:**
 - Workshops should not be purely didactic – plan for interactive sessions with audience engagement and participation, utilizing active learning strategies.
 - Prizes or motivators may be used to encourage participation.
 - Inform the organizers if you plan to use interactive polling or other activities so the technology can be tested in advance.
 - Inform the organizers if you plan to use pre-meeting surveys, pre-reading material, or need other contact with participants before your session.
- **Supplies:** Let us know if you will need markers, flipcharts, printed handouts, or other materials onsite.
 - We encourage you to use QR codes to distribute content during your session. If printing is absolutely needed, please print enough copies for ~120

participants and bring these with you to the meeting. **Printing on site will not be available.**

- **PowerPoint Slides:**

- The PowerPoint slide template for workshop presentations can be accessed here: https://www.texaschildrens.org/sites/tc/files/2025-07/NWM2025_Deck_Template_16-9.pptx
- Please compress your PowerPoint file size prior to uploading!

- **How to Compress PowerPoint File Size:**

- **Mac OSX:** File → Select “Compress Pictures...” → Choose “On Screen (150 ppi)” → Check “Delete cropped areas of pictures” → Click “OK” → Save
- **Windows/PC:** File → Select “Save As” → Choose location → Select “Tools” (bottom right, next to Save) → Select “Compress Pictures...” → Check “Delete cropped areas of pictures” → Select “Web (150 ppi)” → Click “OK” → Click “Save”

- **Submission:** All workshop presentations must be submitted online through Oxford Abstracts by October 27. (no changes accepted after this date)
 - To submit, please visit:
<https://app.oxfordabstracts.com/stages/77632/submitter>
- **Deadlines:** Final workshop presentations are due by **October 27, 2025**. No changes can be accepted after this date.

Key Dates & Reminders

- **September 18, 2025:** Orientation and Best Practices for Workshop Facilitation (Virtual)
 - Time: **7:30 AM** (Houston, Colombia), **2:30 PM** (Botswana, Lesotho, Eswatini, Malawi), **3:30 PM** (Uganda, Tanzania, Romania)
 - Link: [Click Here](#)
 - This session will be recorded.
- **October 27, 2025:** Final Workshop Presentations must be prepared using the [approved NWM 2025 template](#) and submitted online through Oxford Abstracts by this date. (no changes accepted after this date)
 - To submit, please visit:
<https://app.oxfordabstracts.com/stages/77632/submitter>
- **November 3–7, 2025:** Network Meeting, Johannesburg, South Africa