2012 SUMMIT ON THE
SCIENCE OF ELIMINATING HEALTH DISPARITIES
BUILDING A HEALTHIER SOCIETY
INTEGRATING SCIENCE, POLICY AND PRACTICE

OCTOBER 31 - NOVEMBER 2, 2012

GAYLORD NATIONAL RESORT AND CONVENTION CENTER
NATIONAL HARBOR, MARYLAND

Concurrent Session Guidance for
Moderators and Speakers

2012 Health Disparities Summit Theme

The broad theme for the 2012 Science of Eliminating Health Disparities Summit is "Building a *Healthier* Global Society". The Summit builds on the momentum of the 2008 NIH Science of Eliminating Health Disparities Summit which presented a framework for understanding and eliminating health disparities. This framework stated that, in order to eliminate health disparities, we need to catalyze and promote intersections between science, practice, and policy.

At this 2012 Health Disparities Summit, the goal is to present progress to date, and identify opportunities and specific actions for implementation to build a healthier global society through the integration of social and environmental determinants of health.

Structure of Sessions

All sessions have been structured with four to five speakers including a moderator. In a few cases, one speaker also performs the role of the moderator. Diversity of speaker panels are emphasized, particularly in perspectives and building of bridges between the distinct fields of science, practice, and policy.

Structure Summary Points
- Panel Composition
  - 1 moderator
  - 3-4 speakers
- Approximately 110 Breakout Sessions organized in 3 Major Tracks and 16 Themes

Section 508 Compliance Guidance
In accordance with Section 508 of the Rehabilitation Act, which requires all Web content to be accessible, we are requesting that all PowerPoint presentations for the Summit be prepared using the enclosed template, and comply with Section 508 guidelines. The following link highlights the guidelines established by the Department of Health and Human Services to ensure that Microsoft PowerPoint documents meet Section 508 Compliance requirements. Pay particular attention to use of colors, font, graphics, images, animation, and alt tags.

To learn more about how to create and check documents for Section 508 compliance, visit http://www.hhs.gov/web/508/index.html.

Each individual speaker will be allotted **15 total minutes for presentation**. The session should also incorporate **15-20 minutes of facilitated discussion** with the audience.

Questions to Consider for Sessions and Roundtable Discussions

General Questions for All Sessions (Successes, Challenges and Innovations (SCI) in Science, Practice and Policy)
- Successes: What successes can you point to in the session topic area that reflects integration of science and/or practice to inform policy and vice versa?
- Challenges: What have been the challenges to promote disparities elimination efforts or to implementation in the session topic area?
- Innovations: What are the science, practice (evidence-based, education, service delivery), policy innovations in the session topic area?

Moderator Roles and Expectations

To make sure that this is a successful and efficient event, we recommend that the moderators and speakers for each session communicate with each other prior to the actual Summit meeting. For each session, we are looking for a brief context and introduction from the moderator at the beginning, timely presentation from each speaker, facilitated question and answer discussion by the moderator, summary of major findings and recommendations by the moderator at the end. We would like the moderator, working in concert with the speakers, to provide a brief summary with the successes, challenges and innovations, including recommendations towards addressing or eliminating health disparities in their topic area. These recommendations will be compiled into the Proceedings for the Summit.

Pre-Summit Activities
- Moderators connect with speakers of the sessions to make introductions, open communication, and assure no redundancy in different presentations.

Summit Activities
- Moderators provide context and outline for the topic area (brief at the beginning- 1-2 minutes)
- Please note that, in the interests of time there should be no lengthy introductions of speakers. Introductions should be limited to their name, title, and institutional/organizational affiliation.
- Monitors presentation time of speakers (15-20 minutes each)
- Facilitates Q&A discussion session at end (15-20 minutes)
- Summarize major findings and recommendations (brief at the end- 1-2 minutes)
- Provides brief summary and major recommendations after the session ends to appropriate staff

Post-Summit Activities
- Moderators assure that breakout session components that will be included in the Summit Proceedings are an accurate representation of what was discussed and presented during the session

In addition to your participation in the panel, **we would like to invite your active involvement in the Summit proceedings that will be generated and published after the Summit.** The possibility of publishing selected manuscripts based on the proceedings is being considered as a result of increased interest from journals. We thank you in advance for your time and look forward to your active participation.