

22nd European Health Forum Gastein
A Healthy Dose of Disruption?
Transformative Change for Health and Societal Well-Being

TASK 1: Written report on a conference session

TASK DESCRIPTION

The written reports of the different sessions/workshops will be included in the [final Conference Report](#) from the 22nd EHFG. The aim of the final report is to collect the outcomes of the discussions that took place during the Conference. Your written report may also be used for press releases, the [Gastein Health Outcomes](#) and other conference outputs.

PREPARATION

- Get familiar with the topic of the session, speakers and find the connection to the main theme of the Conference
- Locate main issues that might be discussed at the session
- Prepare a structure beforehand – it will be easier to focus on the most important parts
- Take notes during the session

REQUIREMENTS

The report should highlight the **main points of discussion** (the covered topics and solutions), **conclusions, and ideas** of the presentations and (panel) discussions during each session. It should also present the perspectives of some of four pillars – politics & administration, business & industry, academia & civil society. Write a creative, readable and compelling comment, e.g. what was **the most controversial debate? What are the future trends, and what is its relation to the main theme of the Conference?**

The report should not simply be a record retelling the dynamics of the conversation – it should be a somewhat independent text that is reporting content but still coherently putting forward the presented ideas.

WHAT SHOULD IT LOOK LIKE?

1. Introduction (topic, the aim and the participants)
2. Key points of the discussion:
 - The topics covered in the session
 - Identified problems and suggested solutions
 - The most important issues
 - The most controversial debate(s)
 - The main findings and future trends
 - Relation within the session issues and the main theme of the conference
 - Key outcomes for specific pillars
3. Conclusions, issues to be taken forward

Each report should extract **five main points** from the discussion and deliver it to the Group Leader **during the Conference**.

For the Newsletter, send a short summary of the session (50 – 200 words (5-17 lines)) right after to the Group leader and Alexei (alexei.croitoru@ehfg.org) with Catherine (catherine.friedly@ehfg.org) in cc.

FORMATTING

- Word document
- Two pages for workshops (not more)
- Three pages for plenaries and forum sessions (not more)
- 12 pt., Arial, single-line spaced
- The title should include the name of the session but there can be an additional title that is further announcing the content
- It is encouraged to **divide the text** into thematic paragraphs, each with their respective title (helps both the writer and the reader) – the 'Introduction, Key points and Conclusions' titles should be thematic, and can be up to a whole sentence that shows the point of the respective paragraph
- Each title should be put in bold
- Your name(s), title(s), positions of work, country you come from

TASK DISTRIBUTION

It is recommended that the report is written by two persons. Task distribution is to be set at the Group meeting on 1 October.

DEADLINE

Please send your complete reports in electronic format **by noon, Monday 21 October 2019 at the latest** to Cara Pries (cara.pries@ehfg.org) with Alexei Croitoru (alexei.croitoru@ehfg.org) in cc.