

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

Instructions for YFG Group Leaders

GENERAL

- Please allocate tasks in collaboration with your working group members during the Working Group Meeting at the Introductory Meeting on TUE, 1 October (13:30 –15:15). Send the list of tasks allocated to group members to Alexei (alexei.croitoru@ehfg.org) right after the meeting (please use the 'Task Allocation Grid').
- Please monitor that the group members allocated to certain tasks and sessions do attend those sessions and fulfil their tasks before the deadline. Think of means of communication within the group. (WhatsApp, email...).
- Participate in the tasks yourself wherever/whenever possible.
- Proofread, or assign someone as editor who is good at English to proofread, all written outputs before sending them out.

TASK 1 – Written Report

This task requires the quality work. It should be written as a proper conference report. Make sure that the writers don't just retell the conversations. For an example, please address our last year's [report](#).

This task will also provide content to two other tasks – the EHFG Newsletter of 50-200 words (**Task 5**) and the 'Disruption Lounge' (**Task 6**) that need to be delivered right away.

- 1) **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.
- 2) **Formatting** – before sending the finished task to the assigned people, make sure that the text is publishable (semantically, syntactically and with no typos).
- 3) **Task distribution**
 - a. Ideally, two Young Gasteiners from each working group are assigned to cover each forum or plenary session. The two Young Gasteiners can decide between themselves whether they want to each write up one session or each cover both sessions and collaborate to write the final text. In either case, in order to write a holistic piece, both Young Gasteiners shall attend both sessions. If in some cases only one person is available for writing a report, allocate/decide on a volunteer to help out.
 - b. We suggest that one person is allocated to write up each workshop.

- 4) **Deadline** - Please submit your complete reports in electronic format to Cara Pries (cara.pries@ehfg.org) with Alexei Croitoru (alexei.croitoru@ehfg.org) in cc by noon, Monday 21 October 2019. The newsletter article should be sent on the same day of the session.

TASK 2 – Blog

The texts written for the blog shall cover different aspects of the assigned sessions. They should be elaborating an interesting issue, topic, thought. Blog texts will appear on the official EHFG Blog - www.ehfg.org/blog, and can also be submitted to the BMJ Groups Blog. They should be interesting, new, controversial, and written with a personal input.

- 1) **Requirements** – each group should provide one blog for every session to which they are assigned to.
- 2) **Formatting** – this format brings the most literal freedom – choose a person who would be able to write something less formal and inspired about the topic; please make sure that the text is publishable before forwarding it (semantically, syntactically and with no typos). If there are links, please, link like [this](#). Make sure that there are photos of the session.
- 3) **Task distribution** – one person per blog.
- 4) **Deadline** - the web-blog contributions should be written ASAP during the conference and ideally should be submitted on the same day after the session by 19:00h. The blogs must be discussed with and sent to you ASAP during the conference. Please, gather the texts and, after revising them, submit them to Max (max@ehfg.org) with Alexei (alexei.croitoru@ehfg.org) and Catherine (catherine.friedly@ehfg.org) in cc.

TASK 3 – Interviews

The task is aimed at grasping more details about the work of the interviewed expert + the topics/sessions the expert (interviewee) participated in at EHFG.

- 1) **Requirements** – the interviewers should get very familiar with the work of the people they'd be interviewing, both researching their work and their role at the Conference; the interview should be recorded and then transcribed. Note that the interview is not word-by-word transcript. It might be edited slightly to avoid long sentences, repetitions or information that brings nothing to the topic. Ask for the **authorisation** of the interview before sending it. The abstract from the interview can be also transformed into the newsletter article (**Task 5**).
- 2) **Formatting** – Q&A format, with a snappy title and a photo; please make sure that the text is publishable before forwarding it (semantically, syntactically and with no typos).
- 3) **Task distribution** - depending on the work distribution within the group, the interview can be conducted by 1-3 people.

- 4) **Deadline** – the interviews in electronic format should be sent by **Monday 21 October 2019** at the latest to Alexei (alexei.croitoru@ehfg.org) and Catherine (catherine.friedly@ehfg.org).

TASK 4 – Social media

Young Gasteiners in charge should cover the assigned sessions and tweet about the content being presented, always using our hashtag, **#ehfg2019**

- 1) **Requirements** – a twitter account (and experience), and a smartphone/computer.
- 2) **Formatting** – succinct & clear message; for all doubts, please contact Catherine (catherine.friedly@ehfg.org).
- 3) **Task distribution** – anyone who is interested (this should not be *the only* task).
- 4) **Deadline** – “Real-time”.

TASK 5 – Newsletter

Young Gasteiners should produce articles on each session which will be added to a double-sided newsletters (*The Gastein Gazette*) which will be distributed on **Thursday 3rd and Friday 4th October** respectively. One of the newsletters from the last year can be found [here](#).

- 1) **Requirements** – the YGer(s) should provide one newsletter article for every session to which they are assigned to.
- 2) **Formatting** – length of 50 – 200 words. Make the text concise and informative (answering the 4 “w” questions – who, what, why, how).
- 3) **Task distribution** – YGer(s) assigned to produce the Report for particular session(s).
- 4) **Deadline** – ASAP; newsletter article text should be sent to the Group Leader and Alexei (alexei.croitoru@ehfg.org) with Catherine (catherine.friedly@ehfg.org) in cc.

TASK 6 – ‘Disruption Lounge’

Young Gasteiners are encouraged to contribute to the interactive exhibition ‘The Disruption Lounge’ which will visualise the insights generated in the sessions.

Requirements – the Young Gasteiner(s) should send their answers to ehfg@thinkvisual.ie or drop off the distributed postcards at the Kursaal.

Formatting – snappy and succinct.

Task distribution – anyone attending the session.

Deadline – after the session.