

## **GUIDELINES FOR ONLINE APPLICATION FOR CONFERENCE REGISTRATION WAIVERS FOR AFFECTED COMMUNITIES / COMMUNITY VOLUNTEERS**

Deadline for applying is Friday, 04 August 2017

### **Who is eligible to apply:**

The WCTOH 2018 Organising Committee is pleased to offer a number free registrations<sup>1</sup> to the 17th World Conference on Tobacco or Health to community volunteers or individuals affected by lung disease<sup>2</sup>. Individuals from low- and middle-income countries will be given priority, as will those who are presenting at the conference, including in the community space.

*Please note this process does not apply to invited speakers or authors of accepted abstracts. Speakers and authors should read the scholarship guidelines provided before applying for assistance.*

### **Who will review the applications:**

The applications for free registration will be reviewed by WCTOH 2018 Organising and Scientific Committee members

### **Minimum eligibility criteria:**

- Involved in efforts to address tobacco control
- Affected by tobacco or a community volunteer working with those affected by tobacco

### **Application process:**

By Friday, 04 August, applicants must have completed the online application, submit a motivation letter **and** two letters of support, as outlined below:

- 1) One-page letter of motivation that covers the following points:
  - Your current activities in tobacco control
  - What your contribution to the conference will be
  - How your attendance at the conference will advance your efforts to implement tobacco control when you return home
- 2) Two letters of support, one from a peer and one from an institution (e.g., NGO, government, association, umbrella organisation)

This call for applications will be open from 04 July until 04 August 2017. Applicants will be notified about the status of their application by the middle of September.

### **All recipients will be responsible for the following:**

- Contact your home country's embassy about travel requirements to the conference host country and decide for securing a visa, if necessary.
- Ensure your passport is valid for at least six months after the return travel date and there is an adequate number of blank pages to enter the host country.
- Contribute to the conference programme, which includes, at minimum, providing assistance with the Rapporteur Session.

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<sup>1</sup> The number of free conference registrations offered will be determined annually by WCTOH Secretariat based upon available funds.

<sup>2</sup> Affected is defined as individuals who have had TB or live with chronic lung disease or who have personally cared for someone who does.

- Provide the WCTOH 2018 Communications team a write-up of 500 words or more describing what was learned at the conference, and/or how knowledge was disseminated at country / community level within 2 months of the conference end date.
- Notify WCTOH 2018 Secretariat immediately if you will not be able to attend the conference so that the free registration can be offered to another participant.