

MEETING OF WHO COLLABORATING CENTRES FOR THE FAMILY OF INTERNATIONAL CLASSIFICATIONS

Tunis, Tunisia
29 Oct. - 4 Nov. 2006

Guidelines for the preparation of WHOFIC meeting documents¹

Documents for the WHOFIC meetings are prepared under the responsibility of WHO. They are proposed by the respective authors in accordance with the particular instructions and timelines provided with the invitation letter.

Documents are screened for relevance to the meeting by an editorial board comprising Planning Committee members and the WHO Secretariat. While assigning them to be presented as posters or as presentation in plenary or in a committee, the editorial board will be familiar with all papers in advance of the meeting. Their assessment of the submitted papers may include suggestions to shorten, refocus or otherwise revise the paper, as appropriate for the purpose of the meeting.

DOCUMENT POSTING Documents will not normally be distributed in paper format. They will be posted on the meeting web site in PDF format, to be freely downloaded by participants. The documents posted on the web site are considered the reference versions.

VERSION CONTROL In case of successive versions, the version number and version date is printed in the footer of the document on all pages.

DOCUMENT PREPARATION Documents must be prepared under MS-Word® and comply with a number of criteria:

- All submissions must use the corresponding templates, either for documents or for posters (see below) and be equipped with the proper document management parameters.
- Documents should have maximum length of 5 pages (excl. abstract and title), in order to enable participants to have a quick grasp on essential messages.
 - Data, detailed analysis, extended developments, bibliographies and other lengthy materials may be provided in an annex.
 - An abstract with a maximum of 400 words must be provided.
 - The title should have a maximum of 160 characters.
 - Tables, graphs and pictures and other illustrative materials may be included in the text. They may be linked to the source while the document is under development, but they should be de-linked before submission. Pictures should be in the JPG format. When more than one picture or table are used, please include a caption with automatic caption numbering.

TEMPLATE FOR DOCUMENTS The document template is unique for all documents. General layout,

¹ WHOFIC2006 - TUNIS - &&GUIDELINES FOR DOCUMENTATION.DOC, Version 1 2006-07-25

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font type and size, heading definitions headers and footers may not be modified. A number of document properties parameters must be set before submitting the document. They will ensure consistency throughout the document.

To set the document properties parameters right:

1. Open the "&&General document template.doc" which may be downloaded from the WHO web site for classifications at <http://www.who.int/classifications/network/meeting2006/en/index.html>.
2. In the *File>Properties* menu, select the *Summary* tab. Fill in the fields for title, author(s): use title or author texts exactly as you would like them to appear in the final document.
3. Do not attempt to modify the No. field in the header. Numbers will be assigned by the Organizers.
4. Do not modify the pagination nor remove page or section breaks.
5. The Table of contents will be generated and subsequently updates automatically if instructions 1-4 are followed.

TEMPLATE FOR POSTERS The poster template is the same for all posters. It may be downloaded as *WHOFIC2006 - Tunis - Poster template A0.ppt* from the WHO web site for classifications at <http://www.who.int/classifications/network/meeting2006/en/index.html>. The posters have a standard size of DIN A0.

The editorial board will decide whether some papers may preferably be presented as posters. Posters will be presented by the authors during two extended lunch breaks.

PUBLISHING PROCEDURE

1. All papers for the conference must be pre-submitted to the editorial board **with title and abstract only by 1 August.**
2. The final, **complete version must be submitted by 15 September.**

Submissions should be sent to the respective WHOFIC Network Committee chairs or the WHO Secretariat, attention Pierre Lewalle (lewallep@who.int).

All submissions, whether in title-and-abstract form or in final form must be accompanied by the document profile form, to be downloaded from the WHO web site.

Any late or not compliant document may be presented in the poster sessions only.

All texts will be part of the meeting documentation. They will be made available only in PDF format from the WHO web site only, with an adequate disclaimer (no WHO endorsement of papers).

For cost containment reasons, paper copies will not normally be provided to the meeting. Participants are welcome to print their own personal copies before attending the meeting. Printouts may be requested on site at user's expenses during the meeting.