



World Health Summit – Run of Show Template

Thank you again for your participation at the World Health Summit and for being the chair/moderator of a session in our program. For the run of show, we will have a sequence director on-site. In order to support his/her preparations regarding the optimal output of your session, we would like for you to fill out this Run of Show template and **send it back to us three weeks prior to the conference** to speaker@worldhealthsummit.org.

Session Title & Subtitle:

Date & Time:

Room:

1. Speaker/Chair Information

Please **check** our [program](#) to see if all the information of your session is correct. Please also check if each **panelists of your session** has provided a **photo** and **bio** (by clicking on the speakers/chairs of the session). This will help our sequence director to identify the panelists for correct output of camera picture and name insertion during the session. If information is missing or needs to be corrected, **please send the missing/false information** to speaker@worldhealthsummit.org.

2. Session Timetable

Please state your **planned procedure for the session** including the **order of appearance / time of speech of the speakers/chairs** in the session timetable. Please also confirm if the speaker/chair will **show presentation slides** (slides should be created in English) and if they will **participate on-site, remotely or via video**. If you want to **show a video** or have other specifics during your session, please also state this in the exact sequence of events and **send the file(s)** to our speaker department **at least three weeks prior to the conference** speaker@worldhealthsummit.org (Name of video/presentation file(s): **Room_MMDD_Session Number_Name of Speaker** (e.g. Hall 1_1012_PD06_Name)).

(Video requirements: MP4 1280x720 min. - 1920x1080 max and Bitrate 1,5 – 6 Mbit/s) Please find a filled out example [here](#) as a quick guidance.

Time	Who speaks?	What happens? (also mention video files / other specifics)	Slides	On-site/ remote/ video
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3. On-site panelist arrangement

In order for us to make the needed arrangements on-site, please state the exact order of seats (left to right) of the panelists on the stage during the session. If no simultaneous arrangement on the stage is planned, the speakers will be seated in the first row and enter the stage in sequence - please also state the exact order.

Please note that there can only be 6 panelists seated on stage at the same time (incl. Chair). An exception is the GHF format, where a maximum of 5 seats will be possible (Hub 1&2). If required, additional speakers can be seated in the first row of seats – please state related stage changes (example [here](#)).

Additional information about your session (please report any planned **launches/declarations/requirements in the room** e.g. access to stage for a person who uses a wheelchair).

Please consider that chairs and speakers should **meet at least 15 min before start of the session** in the session room (on-site or remote). Your sequence director of the session will gladly welcome you and provide you with any needed instructions.