



## World Health Summit Regional Meetings and WHS Expert Meetings Organization Guidelines

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## **a. World Health Summit Regional Meetings**

### **i. Definition**

- Regular annual meeting of WHS and WHS Academic Alliance
- Organized and hosted by the Alliance member holding the World Health Summit International Presidency
- Held at varying locations globally, usually the home city of the hosting Alliance member
- Promotion of the universal importance of health, featuring a special focus on local and regional challenges of global health

### **ii. Aims for WHS Regional Meetings**

- To further the strategic objectives of the Alliance, WHS and host institutions through strengthening opportunities for new partnerships with academia, NGOs, industry and government bodies for improving regional and global health.
- To ensure WHS Regional Meetings of the highest possible quality and impact for global health.
- To maintain and develop the international reputation of the WHS, the Alliance and the organizing institutions.
- To define a reliable framework for the interaction between the local organizing institutions, the Alliance and the WHS.
- To take care of the effective planning, financing, running and communication of the respective meeting.

### **iii. Parties and Roles**

- The local organizing institution: the member institution of the Alliance which has been endorsed with the organization of a WHS Regional Meeting or a WHS Expert Meeting.
- The WHS International President: represents the local organizing institution of a WHS Regional Meeting and is the conference president.
- The WHS President: coordinates the interaction of the Alliance and the Executive Committee (ExCo) with the local organizing institution and the International President.
- The WHS Foundation GmbH: the legal entity responsible for the annual World Health Summit in October in Berlin and additional WHS activities.
- The Alliance: contributes to the content and program of the meetings.
- The Alliance Secretariat and the WHS team: supports the regional organizers in areas linked to the overarching WHS and M8 Alliance roles.

### **iv. Decisions**

- For the WHS Regional Meetings, the Alliance Assembly assigns the local organizing institution and the WHS International President for the respective year upon a proposal previously assessed and approved by the ExCo.

### **v. Responsibilities**

- The local organizing institution bears the full legal responsibility for the organization of the meeting including financing, relationships with meeting partners, logistics and local regulatory requirements.

- The Alliance, the ExCo and the WHS support and advise the local organizing institution with respect to the content and overall setting of the meeting. The hosting member retains broad autonomy when it comes to setting the program.
- The WHS International President interacts with the WHS President, WHS team and the ExCo.
- Members of the Alliance should be encouraged and willing to serve in the international program committee of the meeting.
- The Alliance Secretariat and the WHS team can provide logistical advice to the local organizing institution.

#### **vi. Communication and Branding**

- For WHS Regional Meetings, a “World Health Summit Regional Meeting Communication Guidelines” document is provided by the WHS.
- The organizers of WHS Regional Meetings are entitled and expected to use the WHS logo and additional graphical clues to underline the WHS relation of the meeting.
- The Alliance Secretariat and the WHS communication team advise and support the local organizer with communications and advertising activities for the meeting.

#### **vii. Timing and Steps**

- To allow for optimal preparation, the planning for the WHS Regional Meetings should be started about two years prior to the scheduled date of the event.
- Initially, the application for a meeting is addressed to the WHS President, who advises the applicant with respect to the necessary information.
- The application is communicated to the ExCo, which discusses the application and initiates the further process.
- A final decision by the Alliance Assembly should be taken approximately two years prior to the planned date of the event.

## **b. WHS Expert Meetings**

### **i. Definition**

- Proposed and planned by a member institution of the Alliance
- Focused on a specific and current topic

### **ii. Aims for WHS Expert Meetings**

- To ensure WHS Expert Meetings of the highest possible quality and impact for global health.
- To maintain and develop the international reputation of the WHS, the Alliance and the organizing institutions.
- To define a reliable framework for the interaction between the local organizing institutions, the Alliance and the WHS.
- To take care of the effective planning, financing, running and communication of the respective meeting.

### **iii. Parties and Roles**

- The Local Organizing Institution: A member institution of the Alliance which has been endorsed with the organization of a WHS Expert Meeting.
- The WHS President: coordinates the interaction of the Alliance and the Executive Committee (ExCo) with the local organizing institution.
- The WHS Foundation GmbH: the legal entity responsible for the annual World Health Summit in October in Berlin and additional WHS activities.
- The Alliance: contributes to the content and program of the meetings.
- The Alliance Secretariat and the WHS team: supports the organizers in areas linked to the overarching WHS and Alliance roles.

### **iv. Decisions**

- With respect to WHS Expert Meeting, the Alliance ExCo in agreement with the WHS decides about the adoption of a proposal from a Alliance member institution.
- For an involvement of the Alliance and the WHS in expert meetings, the following conditions must be met:
  - The focus and planned content of the meeting must be in line with the mission and strategy of Alliance and WHS.
  - The local organizing institution and the conference chair of the planned meeting must adhere to the aims and standards of the Alliance and the WHS.
  - The financial and logistic implications for the WHS must be defined clearly and accepted by the WHS.

### **v. Responsibilities**

- The local organizing institution bears the full legal responsibility for the organization of the meeting including financing, logistics and local regulatory requirements.

### **vi. Communication and Branding**

- The organizers of the WHS Expert Meetings are entitled and expected to use the WHS logo and additional graphical clues to underline the WHS relation of the meeting.
- The Alliance Secretariat and the WHS communication team advise and support the local organizer with communications and advertising activities for the meeting.

### **vii. Timing and Steps**

- To allow for optimal preparation, the planning for the initiative of WHS expert meetings should be started well in advance of the scheduled date of the event.
- Initially, the application for endorsing a meeting is addressed to the WHS President, who advises the applicant with respect to the necessary information.
- The application is communicated to the Alliance ExCo, which discusses the application and initiates the further process.
- A final decision by the Alliance ExCo should be taken at least six months prior to the planned date of the event.

### **Approvals:**

This document was approved by the WHS Academic Alliance ExCo on:

This was approved by the WHS Academic Alliance as of 1.1.2025

## **c. What to Consider – Tips for a Successful WHS Regional Meeting**

### **Team**

Considering the staffing for the World Health Summit in Berlin and experiences from past Regional Meetings, a team of one full-time equivalent (FTE) is needed for the preparatory phase > one year prior to the conference.

For the final year, the minimum is a central support team of two FTE, . The number of required FTEs will increase as the number of expected participants and the budget increases.

### **External Professional Support**

It is critical to secure early support, e.g. by a professional conference organizer (PCO). The PCO can provide a variety of services, including registration, support with venue selection and booking, audiovisual and IT, logistics, printing and web services, etc.

The selection of a reliable, supportive and knowledgeable PCO is central to the success of the meeting.

### **Date and Venue**

An early definition of the meeting date should consider optimal travelling options, competing events and local attractions. It also allows for booking a suitable venue well in advance. Criteria for a good venue include:

Size: One plenary hall, smaller lecture halls for parallel sessions – depending on overall number of attendees, closed rooms for side events or internal meetings of partners, hallways and possibly exhibition space if planned. It would be helpful, if the size requirements could be adjusted in the process.

Also important: Reachability, catering, hotel rooms, etc.

### **Financing and Sponsorship**

Finding eligible sponsors for Regional Meetings represents a special challenge. The possible partners and sponsors may not be aware of the WHS formats and personal relationships may not be optimally established. Thus, resource mobilization must start early. Early means at a time that the potential partners can put the respective financial support into their planned budget for the respective fiscal year. It is best to start well more than one year prior to the meeting.

The experience with PCO support in securing sponsorship is mixed and the initiative must come from the local organizers.

Potential funding sources include:

Regional and national authorities, foundations and philanthropic organizations, and the private sector.

Established contacts with the WHS office in Berlin can be of help, but many decisions about funding are taken on the local or regional level.

### **Program**

Content:

- The program of a Regional Meeting should aim for a specific regional focus to highlight the region's health agenda and to distinguish itself from the annual WHS in Berlin.
- The program should try to follow an overarching topic and build on different broad thematic tracks.
- Once all speakers of a session are confirmed, it is recommended to develop detailed storyboards for each session.
- To involve special events such as Launches and Pledging Events could be aimed for in order to increase the importance and visibility of the Regional Meeting.

#### Chairs/Moderators/Speaker:

- In general, an intersectoral set up of speakers is aimed for, including civil society, academia/science, private sector, and political decision makers.
- Ideally, gender and age balance is taken into account.
- The speakers should mainly come from different countries of the region, supported by international experts.

#### Invitations/Communication:

- The official invitation process for high-level speakers should ideally start beginning of November after the World Health Summit in Berlin has taken place.
- It is advised to already activate potential speakers on-site during the World Health Summit in October in Berlin.
- In general, speakers from visa sensible countries should be invited as soon as possible to ensure enough time for the process and allow their participation.
- It is helpful to regularly follow up with invitations (e.g. every two weeks).
- Clear information regarding registration, accommodation and travel arrangements should be shared as soon as confirmations are received.

#### **d. Helpful WHS Team Contacts**

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