



# Co-Host Session Guidelines

## Main Program of the World Health Summit (WHS)

The purpose of the guidelines is to provide recommendations for developing and delivering a high-impact session in the main program of the World Health Summit which fulfills our WHS standards (see WHS speaker criteria and WHS session formats below). These recommendations are based on over 10 years of managing and developing the WHS program and recently collected survey data.

### Central Principles

- **Co-Hosting and Co-Designing:** All sessions in the main program are hosted by the WHS without exception. For most sessions, one or more session co-host(s) are invited to contribute by co-designing the session together with the WHS Program Team. In this case, all decisions about content and speakers of that session are taken jointly between the WHS and the co-host(s). If an agreement cannot be reached, the final decision rests with the WHS. A “session buy-out” by any partner or co-host is not possible.
- **Multi-Sectorality:** The WHS brings together stakeholders from all sectors – public sector, academia, civil society and the private sector – from around the world. We believe that today’s challenges can only be tackled through dialogue and cooperation. We therefore aim to include the perspectives of stakeholders from different sectors and regions in each program session, wherever sensible.

### Recommendations for Developing a Session at the WHS Main Program

- **Session Content and Central Topics:** Aligning with the WHS central topics (see our website) enables placement within our central tracks; we also welcome proposals addressing other timely and relevant global health issues. Feel free to use **WHS prompts** to shape a critical session discussion.
- **Diversity:** We encourage Co-Hosts to incorporate perspectives of underserved or marginalized populations where appropriate, as our central topics do not exclusively focus on specific groups. Relevant examples may include refugees, Indigenous communities, older adults, persons with disabilities, children, and LGBTQIA+ populations.
- **Session Formats & Rooms:** Defined together with the program team, but you can indicate your preferences for the formats, rooms, date and time, depending upon availability.
- **Interactivity and Networking:** Avoid lecture-style formats; focus on action-driven, controversial, but solution-oriented discussions, supported by real-world examples (e.g., project pilots, case studies, new partnership models, etc.). Encourage authentic dialogue and debate rather than scripted monologues. You can also include e.g. live polls, hands-on activities, or games. **Please reserve at least 15 min. Q&A at the end of Panel Discussions and Global Health Lab Formats.** If you wish for a more engaging Workshop session format OR your session is placed in a smaller Workshop room, please align your session with our concept ideas [here](#).

Session Formats	Keynote Session	Panel Discussion	Workshop	Global Health Lab
<b>Rooms &amp; Capacity</b>	Center Stage Largest capacity	Hall 1 & 2; Pavilion Large capacity	Forum 1 & 2 Medium capacity	Hub 1 & 2 Medium to small capacity
<b>Setup</b>	Theatre style	Hall 1 & 2: Theatre style Pavilion: Fishbowl setup	Theatre style	Fishbowl setup
<b>Specialties</b>	Focus on key global health speakers & keynote speeches.	Focus on key global health speakers & more discussion-based format.	More practical approach with <b>diverse formats</b> .	Focus on controversial, intimate & in-depth discussions.
<b>Livestreaming &amp; Recording</b>	Yes	Yes	Yes	Yes
<b>Media Usage</b> <small>(e.g. live polls, virtual participation, video message, slides)</small>	Full media usage	Hall 1 & 2: Full media usage Pavilion: Media usage is not recommended due to the fishbowl setup.	Full media usage	Media usage is not recommended due to the fishbowl setup.



## Recommendations for Completing our Session Outline Document

- **Main Title & Subtitle:** The main title needs to reflect the essence of the session's content in a catchy and concise manner. It should spark the participants' interest and make them curious. The subtitle includes in-depth and detailed information. Please do not include organization names and avoid duplicating potential titles from previous sessions at the WHS.
- **Terminology for Titles and Session Description:** Use non-judgmental classifications like "low-and middle-income countries" rather than e.g. "developing countries"; Use simple and accessible language rather than academic terminology, e.g. "brain health" instead of "neurodegenerative diseases".
- **Information about Costs:** Please note that the WHS covers free conference registration, including catering, travel per our policy guidelines, and hotel accommodation for speakers and chairs. The WHS does not pay speaker honoraria, per diems or additional costs for professional moderators.
- **Criteria for Panel Size**
  - **Keynote Session, Panel Discussion, Workshop:** Max. 6 panelists (5 speakers + 1 chair/moderator).
  - **Global Health Lab:** Max. 5 panelists (4 speakers + 1 chair/moderator).
  - Stage change is possible if the speaker number remains within the max. panel size.

## WHS Speaker Criteria for your Session at the Main Program

- **Criteria for Multi-Sectorality**
  - **Academic Sector:** One speaker from academia (e.g. university, research institution etc.).
  - **Civil Society Sector:** One speaker from a CSO or a speaker with frontline / lived experience.
  - **Public Sector:** One speaker from local/regional/national government, an UN agency or a multilateral organization.
  - **Private Sector:** One speaker from private sector or another sponsoring Co-Host (must be an existing or new WHS Partner, see [here](#))
- **Criteria for Inclusive Representation**
  - **Gender Balance:** Aim for gender parity.
  - **Global Balance:** Aim for balance between geographical regions, especially from parts of the world that are underrepresented at the WHS, e.g. Asia, Central & South America and Oceania.
  - **Age Balance:** Aim to include at least one youth speaker (under 35 years old).