

World Health Summit Session Chair Guidance

Thank you again for your participation at the World Health Summit and for being a session chair in our program. This information will give you a quick overview of your role as a chair.

The World Health Summit is organized as a hybrid-event with on-site and remote participation possibilities and will take place at the InterContinental Berlin, Budapester Str. 2, 10787 Berlin, Germany. Panelists are encouraged to take part on-site. Remote participation of panelists is possible via zoom. All sessions of the World Health Summit main [program](#) will additionally be broadcast via livestream on [YouTube](#).

All panelists will be registered for the World Health Summit by our speaker department.

To Do's for you as chair before the World Health Summit

- **Review the panel** in our [program](#) and **send missing/false information** to our speaker department at speaker@worldhealthsummit.org.
- **Connect with your whole panel** (on-site and remote panelists) **prior to the conference** in order to discuss the setup, order of speeches and other content issues.
Make sure all remote panelists have received the zoom meeting link of the session. If panelists require **their personal technical assistant** to join the session, please make sure they receive the zoom meeting link as well.
- **Fill in the attached run of show template** and **send your final run of show** of the session at least **three weeks prior to the conference** to our speaker department.
- If you want to **show a video, please send the file(s)** to our speaker department no later than Sep. 19.
Your video file(s) should meet the following **minimum requirements** in order for our technical team to integrate it in the session:
 - Format: **MP4**
 - Resolution: **1280x720 minimum - 1920x1080 maximum**
 - Bitrate: **1,5 – 6 Mbit/s**
 - Name of file(s): **Room_MMDD_Session Number_Name of Speaker**
(e.g. Hub 1_1015_PD06_Name)
- Make sure all remote panelists send their **presentation slides** as a backup to our speaker department at least **one week prior to the conference**, on-site speakers should submit them to our speaker center at least **two hours before start of their session** at the venue in our speaker center.
 - Name of file(s): **Room_MMDD_Session Number_Name of Speaker**

Session Information & Procedure

The World Health Summit program formats differ depending on whether the session is a Keynote, Panel Discussion, Workshop or a Global Health Lab Session.

1. Information to share with your panelists:

- **Remote panelists** will receive a guide for their remote participation. The zoom meeting link of the session will be shared shortly before the World Health Summit.
- **On-site panelists** should be aware that access to the venue can only be granted with a valid identity card/passport or equivalent photo ID. Access to the venue without a valid identification document is not possible.
- **All panelists** should please **meet at least 15min before start of the session** in the session room respectively the zoom meeting of the session (on-site or remote). At the World Health Summit, it will not be possible to speak or make arrangements between on-site and remote panelists before the session.

2. On-site procedure

On-site you will meet our stage management assistant(s) and sequence director in order to confirm the procedure of the session and give / get last instructions according to your provided run of show. Please confirm with them the final order of the speaker presentations and their seating arrangement onstage for the set-up of the nametags. Please also confirm if presentation slides, videos or other material that will be shown during the session were submitted to the speaker department. **Remote panelists** will receive guidance from our sequence director in the zoom meeting.

Our staff will give you a signal at the **start and end of your session**. Please respect the **time limit for your session** and make sure the panelists stay within their given time slots as our program is closely timed and the technicians need to prepare the next session. **On-site participants are able to submit questions** per microphone.

On our [speaker info](#) website you will find further **useful information** on the **setup of our onsite rooms** (technical equipment, seating, etc.), a **guideline for digital participation** and an example for a run of show.



Promoting your session

All sessions will be livestreamed via our World Health Summit [YouTube](#) channel. The recordings will remain there afterwards. You will find the according YouTube session links in our [program](#) and [website](#).

Please feel free to **share the** according YouTube **session link** from our program **via social media** using our hashtag **#WHS2025**.

We have created a [communication package](#) that you are gladly invited to **use for promoting your participation** at the World Health Summit 2025. The comprehensive communication and promotion package contains e.g. suggestions for social media, various text options, visuals, and a customizable speaker card for your use.

More promotional info and materials can also be found in our [press kit](#).

Please tag our handles:

X: **@WorldHealthSmt**

Facebook, LinkedIn, Instagram, YouTube: **@worldhealthsummit**

For further questions, please do not hesitate to contact our speaker department team at speaker@worldhealthsummit.org.

World Health Summit

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