



Application Form

18-22 May 2026

SECTION 1: Focal Points*

Please list the name, organization, and email(s) of at **least two focal points** for your Side Event. The focal points for your event will ensure the liaison role with the WHO Secretariat until WHA on all organizational and logistical aspects.

Name, professional title	Member State/Organization	Email address	Mobile Number

SECTION 2: Organization and Participation*

2.1 Who are the co-organizers of your Side Event?

Kindly note that the WHO Secretariat cannot appear as co-organizer of official side events, regardless of the presence or participation of WHO staff or representative as experts. Co-organizers may include WHO Member States, Observers and international organizations in official relations with WHO, or non-State Actors in official relations with WHO.

Side Event co-organizers

2.1 Who are the co-sponsors of your Side Event?

Kindly note that the WHO Secretariat cannot appear as co-sponsor of side event, regardless of the presence or participation of WHO staff or representative as experts. Co-sponsors support the event, without taking active part in its organization.

Side Event co-sponsors

2.2 Who will participate in your Side Event? for example as a moderator, keynote speaker or panelist.

Please check the Side Event Guidelines for guidance on the composition of panels.

Name	Member State/Organization

2.3 Please indicate how the event co-organizers, co-sponsors and speakers are accredited to attend the Health Assembly.

It is the full responsibility of the lead side event organizers to request access badges within the timeframes to confirm their accreditation status and of their partners.

- ☐ WHO Member State
- ☐ UN Agencies and IGOs in official relations with the WHO
- ☐ Non-State actors in official relations with the WHO
- ☐ Other. Please indicate:

SECTION 3: Subject and Format*

Side Events must be relevant to the WHO mandate and WHO's 14th General Programme of Work. Kindly review the criteria included in the guidelines before filling this part of the form.

3.1 Please provide a title for your Side Event

3.2 Please provide a brief abstract of the Side Event *(Maximum 200 words)*

3.3 Keywords for your Side Event

All Side Events should be related to global health. Add up to four additional keywords or themes. The WHO Secretariat may request organizers of side events with similar thematic focus to merge their proposals.

Keywords (e.g. immunization, climate change and health)

3.4 How is this side event relevant to the Health Assembly and does it add value on topics closely related to the Agenda of the Health Assembly? *(Maximum 150 words)*

--

3.5. Does this Side Event aim to address an unmet and/or critical need, which represents a significant public health burden, demonstrated by links to WHO's reported global burden of disease data and aiming for synergies and integration?

If yes, please explain (Maximum 100 words)

--

3.6. What are the expected key takeaways from this Side Event?

What will you achieve by having this Side Event and what will participants learn? List 3-5 bullet points.

(Maximum 100 words)

--

3.7 What is the proposed format of the Side Event?

Is it an interactive panel discussion, keynote followed by debate, a series of presentations, etc.

(Maximum 100 words)

SECTION 4: Venue

Considering space constraints at the UN Office in Geneva (Palais des Nations), the WHA will be co-located between the WHO Headquarters and the Palais. Official Side Events will be held at the WHO Headquarters. Please confirm that you would like your proposal to be considered for:

☐ WHO Headquarters (in-person or hybrid meeting)

SECTION 5: Preferences for scheduling

The WHO Secretariat will allocate slots based on a variety of considerations, including criteria indicated in the guidelines, as well as geographical representation, thematic diversity, capacity constraints, including availability of interpretation services, and preferences expressed by organizers to the extent possible.

Organizers may tick several boxes:

☐ Lunch time slot ☐ Evening slot

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

SECTION 6: Fees*

The fees for meeting rooms are determined by their capacity. Please note that we cannot guarantee the availability of your preferred room size, but we will do our best to accommodate your request. To help us allocate the rooms, please indicate your preferred options below:

WHO Headquarters

- ☐ Meeting room with a capacity for 80- 100 participants: CHF 1,500
- ☐ EB room: CHF 2,500

To establish the invoice, the following information is mandatory:

- **Billing Address:**
- **Permanent Mission/Organization:**
- **Contact Person:** The name and title of the person responsible for receiving and processing the invoice:
- **Email:**
- **Telephone Number:**

SECTION 7: Additional Services

Should it be available, would you be interested in the following service(s):

- ☐ hybrid meeting (available at WHO Headquarters) CHF 600: if your event is selected, this service will be included in the event bill.
- ☐ webstreaming (available at WHO Headquarters): if your event is selected, upon confirmation, you may request a quotation for such services
- ☐ photographer (30 minutes slot): if your event is selected, upon confirmation, you may request a quotation for such services

SECTION 8: Interpretation

Side Events may be conducted in any of the six official WHO languages (Arabic, Chinese, English, French, Russian, Spanish). **Interpretation may be requested for other languages and will be provided, subject to availability. Interpretation for official side-events is provided exclusively by the WHO Secretariat. Associated costs will be charged to event organizers, in addition to the room fee. Confirmation must be provided by the event organizers upon confirmation of the slot.**

5.1 Will you require Interpretation?

☐ Yes ☐ No

If your answer is yes, please fill out section 5.2 and contact WHOinterpretation@who.int.

5.2 Interpretation Costs

Please note that if you wish to have interpretation into English from another language, you should also select English.

Please indicate for which languages you would need interpretation:

Languages	Number of Languages			Cost
2	☐ Arabic	☐ Chinese	☐ English	3'854 CHF
	☐ French	☐ Russian	☐ Spanish	
	☐ Portuguese	☐ Other (please indicate)		
3	☐ Arabic	☐ Chinese	☐ English	5'782 CHF
	☐ French	☐ Russian	☐ Spanish	
	☐ Portuguese	☐ Other (please indicate)		
4	☐ Arabic	☐ Chinese	☐ English	7'709 CHF
	☐ French	☐ Russian	☐ Spanish	
	☐ Portuguese	☐ Other (please indicate)		
5	☐ Arabic	☐ Chinese	☐ English	9'636 CHF
	☐ French	☐ Russian	☐ Spanish	
	☐ Portuguese	☐ Other (please indicate)		
6	☐ Arabic	☐ Chinese	☐ English	11'563 CHF
	☐ French	☐ Russian	☐ Spanish	
	☐ Portuguese	☐ Other (please indicate)		
7	☐ Arabic	☐ Chinese	☐ English	15'417 CHF
	☐ French	☐ Russian	☐ Spanish	
	☐ Portuguese	☐ Other (please indicate)		

SECTION 9: Confirmation by the organizer*

By submitting this application form, the side event organizer agrees to be fully responsible for organizing the side event and to bear the costs incurred, including the fee to cover location and technical support required, and in addition to this fee, interpretation and catering, as and if desired. Confirmation regarding interpretation must be provided at the time of the event slot confirmation. The side event organizer is responsible for actively promoting their respective side events. The applicants also agree that all information provided in this form may be shared with the WHO Secretariat and the relevant entities providing services to support the event.

☐ I confirm that I have read and that I accept the guidelines, including the responsibilities section, related to organizing an official side event at the Health Assembly.

Date of Submission

Click or tap to enter a date.

* *Mandatory section to be completed for the form to be processed.*