

# Guidelines and FAQ

## Side event during the WHO global oral health meeting

### 1. What is the purpose of the WHO global oral health meeting?

- The overall goal of the WHO global oral health meeting is to reaffirm political commitment by the Member States based on the World Health Assembly [resolution on Oral Health in 2021 \(WHA 74.5\)](#) and to accelerate and scale up national efforts to prevent and control NCDs with a focus on oral diseases to achieve universal health coverage (UHC) for all by 2030. Furthermore, the WHO global oral health meeting contributes to the preparatory process leading to the [4th UN High-level Meeting of the UN General Assembly on the prevention and control of noncommunicable diseases](#) in 2025.
- The purpose of the WHO global oral health meeting is to accelerate implementation of the [Global oral health action plan 2023–2030](#) as part of the broader NCD and UHC agendas. The WHO global oral health meeting will promote Member States' understanding and ownership of WHO global oral health policies, technical guidance documents, and cost-effective interventions to tackle oral diseases. It will also recognize the importance of political leadership, policy coherence, multistakeholder engagement, tailoring to the national context, learning from experiences, and sharing lessons among Member States.

### 2. Who are the participants of the WHO global oral health meeting?

- The meeting will be attended by approximately 400 participants in person.
- Member State delegates will include two persons nominated by Member States from the Ministry of Health, including the national oral health lead and the national UHC lead.
- Other participants include UN agencies organizations, multilateral and bilateral funding agencies, international financial institutions and development banks, non-State actors in official relations with WHO, other national and international non-state actors, representatives of the host government and major donors to the WHO NCD and UHC agendas. Participation will be by invitation only.

### 3. What are side events?

- Side events are intended to provide additional spaces and opportunities for all registered participants to collaborate and share ideas on how to accelerate the implementation of the [Global oral health action plan 2023–2030](#). These events will provide a platform to discuss critical issues, share best practices, and foster international cooperation in close alignment with the objectives of the WHO global oral health meeting.

- Side events should be designed to encourage active participation, exchange of ideas and consider collaborative action plans. Side events should strive to create an inclusive environment to facilitate the implementation of the [WHO Global strategy and action plan on oral health 2023–2030](#) in countries and the establishment of the global coalition for oral health.

#### **4. Who can apply to host a side event?**

Member States, UN organizations, and non-State actors in accordance with the rules of the [WHO Framework of Engagement with Non-State Actors](#) can apply to organize a side event.

#### **5. What are the themes for side events?**

- Side events should be related to the strategic objectives and actions of the [WHO Global strategy and action plan on oral health 2023–2030](#).
- Organizers will be asked to select at least one of the related strategic objectives from the [WHO Global strategy and action plan on oral health 2023–2030](#) in the application.

#### **6. What is the format of side events?**

- Side events will be exclusively organized as in-person events only. All panellists and participants will have to be officially registered to attend the WHO global oral health meeting to enter the venue. Further information on the registration procedures will be made available in the coming months.
- Side events will be held during the evening, following the technical sessions of the meeting, tentatively from 17:00–18:00 on 26, 27 and 28 November. There will be a maximum of six parallel side events per day, for a total of 18 side events over three days. A detailed side events schedule will be posted on the meeting website in due course.
- Side events must not exceed 60 minutes in duration.
- All side events will be organized in the different meeting rooms available, with capacities ranging from 50 to 120 people. Organizers may provide interpretation services at their own cost. More information on the cost of interpretation services will be available in due course.
- The side event organizer may arrange catering for their event such as coffee, refreshments and snacks at their own cost. More information on the cost of catering will be available in due course.

#### **7. How can I apply for a side event?**

- All interested organizations should submit applications for side events during the open call for proposals from 19 August to 19 September 2024. Applications received after the deadline will not be considered.
- Completed side event application forms can be submitted to the WHO Conference Secretariat at [WHOOralHealthBangkok@who.int](mailto:WHOOralHealthBangkok@who.int) by filling out the application form, with the subject line “WHO global oral health meeting side event”.

## **8. What are the criteria for selection of a side event?**

- Priority will be given to events that are organized by Member States and those organized in partnership with several networks/organizations. All interested parties are strongly encouraged to partner with others to organize a side event thereby increasing the chances of being selected to host a side event.
- Priority will also be given to proposals that demonstrate a multi-stakeholder, multisectoral, multicountry, inclusive, gender-balanced, eco-friendly and intergenerational approach. Organizers are encouraged to incorporate these elements when planning and designing the programme of the side event.
- Proposed side events should be closely related to the six strategic objectives and the 100 actions of the [WHO Global strategy and action plan on oral health 2023–2030](#).
- Organizers can host multiple side events as co-organizers but need to apply separately for each side event.

## **9. How does the selection process work?**

- The Scientific Committee of the WHO global oral health meeting will review the submissions and will prepare a list of recommended side events based on the criteria mentioned above, including the room allocation.
- The Scientific Committee of the WHO global oral health meeting will review all submissions and notify only organizers whose side events have been approved. Based on the number of applications and relevance of topics, multiple organizers may be asked to co-organize their side events jointly.
- Only side events that have been approved through this application process will be included in the side event programme to be made available on the official meeting website.

## **10. How will side events be promoted?**

- The WHO Secretariat will promote the full schedule of side events.
- The WHO Secretariat will not produce flyers, distribute notices, or run other promotional efforts for individual side events. Publicizing a side event for the participants of the WHO global oral health meeting is the responsibility of the side event organizers. However, all selected side events will be included in the final agenda of the WHO global oral health meeting.

## **11. What are the responsibilities of an organizer of a side event?**

- Charging participants a fee for participating in the side events is strictly prohibited.
- All side events should be open to all participants in possession of a valid access badge issued by WHO, subject to room capacity.
- It is the responsibility of the organizers of side events to ensure that all organizers, speakers, attendees, and supporting staff are duly registered to attend the WHO global oral health meeting. The WHO Secretariat will not be able to accommodate participants after registration deadlines.

- All events should strive to be paper-free to minimize the environmental impact of the meeting. Likewise, no single-use plastics or other containers should be brought on-site or made available to participants. The WHO Secretariat reserves the right to remove any printed materials and single-use plastic items found in the meeting rooms.
- The sale of printed materials or any goods inside the venue is strictly prohibited. Distributing free product samples is also prohibited.
- Side event organizers are advised not to set up displays or put posters on meeting room walls during a side event or at any other time during the meeting to avoid removal and loss of their materials.
- There are no costs for organizing side events. However, the side event organizer may cover the cost of interpretation services in a limited number of meeting rooms and catering at their own cost. The cost of interpretation and catering services will be communicated in due course.
- Side event organizers need to provide a one-page summary report of the key recommendations and messages from the side event, within one week after the side event, to the WHO Secretariat to inform the main meeting report.

## **12. Who can I contact about the side events?**

- Please make sure that you have read carefully all the points listed above before reaching out. If you still have questions, please contact [WHOOralHealthBangkok@who.int](mailto:WHOOralHealthBangkok@who.int), with the subject line “WHO global oral health meeting side event”.
- Due to the large number of inquiries, the Secretariat will not be able to answer any questions that have already been explained in this FAQ.