

Application Guidelines

11th World Water Forum Regional Session Contribution

Please read these guidelines carefully before completing the application.

APPLICATION PERIOD 24 August–20 September 2026	DEADLINE 20 September 2026, 23:59 Kingdom of Saudi Arabia time (UTC+3)
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1. Background and Purpose

The Regional Process of the 11th World Water Forum is being developed through Region- and Sub-region-level Coordination/ Working Groups, which form the core structure for preparing the Forum framework. Additional inputs and contributions have been gathered from a broad range of stakeholders through the 1st and 2nd Stakeholders Consultation Meetings.

Drawing on the information, knowledge, experience, practices and initiatives accumulated through this process, the Working Groups have prepared the regional concept notes available on the Forum website www.worldwaterforum.org. The process is now moving into the development of the sessions through which the resulting outputs and ideas, solutions, innovative practices and initiatives will be presented and advanced during the Forum.

PURPOSE OF THE OPEN CALL FOR EXPRESSION OF INTEREST

This open call provides an opportunity for a wider range of institutions and individuals to contribute to the Regional Sessions of the 11th World Water Forum. It also serves as the formal application process for members of the existing Coordination/ Working Groups who wish to take on a specific role in sessions.

The Forum seeks action-oriented sessions that bring forward concrete initiatives, proven practices and real-world cases. Applicants are invited to contribute knowledge, experience and proposals that can be translated into concrete actions and implementation-oriented outcomes.

2. Sessions of the Regional Process

The Regional Process consists of **26 Regional Sessions** across four regions.

Region	Number of Sessions	Region	Number of Sessions
AFRICA	5 Sessions	ARAB REGION	5 Sessions
AMERICAS	6 Sessions	ASIA AND THE PACIFIC	10 Sessions

APPLICATION GUIDELINES FOR SESSION CONTRIBUTION

3. Roles Open for Expression of Interest

SESSION CO-COORDINATOR **Institutional role**

Supports the planning, development and delivery of a regional session in close coordination with the relevant Regional and Sub-regional Coordination Group, drawing on expertise, networks and practices that contribute to the session's expected outcomes.

SESSION SPEAKER **Individual role**

Presents relevant expertise, experience, initiatives or practical cases that contribute directly to the session topic and expected outcomes.

EXPERT PROVIDING SUGGESTIONS OR RECOMMENDATIONS **Individual role**

Contributes relevant expertise through written inputs and/or participation in preparatory discussions.

4. Choose the Correct Application Form

Applications for the three contribution roles must be submitted through two separate forms. Applicants must use the form corresponding to the roles they are applying.

FORM 1	FORM 2
Session Co-Coordinator Application Form OPEN TO INSTITUTIONS ONLY A Session Coordination Focal Point must be designated and the institution must be able to provide the organizational support required for coordination responsibilities.	Session Speaker and/or Expert Application Form OPEN TO INDIVIDUALS ONLY Individuals may apply for a Session Speaker role, an Expert role, or both, subject to the application limits below.

5. Application Limits and Duplicate-Submission Rules

Applicant	Maximum selections	Key submission rule
Institution	Up to three sessions	One consolidated form per institution. (The same or a different Session Coordination Focal Point may be designated for each session.)
Individual	Up to two role-session combinations	One individual form in total. One combination means one role in one specific session.

Individuals identified as '**Proposed Session Coordination Focal Point**' in a **Session Co-coordinator application** may also apply for additional individual roles up to **two** in total as a **Session Speaker and/or and Expert**.

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6. Additional Application Requirements

INSTITUTIONAL APPLICATIONS

- If a Session Co-Coordinator application is submitted by a regional office or branch, the full official name of that office or branch must be clearly indicated.
- If more than one application form is received from the same institution, the form with the latest submission timestamp before the deadline will be treated as the institution's final application and will be the only form reviewed by the Forum Secretariat.

REQUIREMENTS FOR ALL CANDIDATES

All institutions and individuals wishing to be considered for any of the three roles **must apply, or be included in an application, through the applicable official form, regardless of whether they are currently involved in the Regional Process Working Groups. This requirement applies equally to current Regional Coordinators, Sub-regional Coordinators and Working Group members.**

An institution or individual that does not apply through the official open call will not be considered as a candidate for any of the three roles.

7. Selection and Announcement Process

A high number of applications is expected. Selection and announcement will proceed in the following sequence:

1	SELECT SESSION CO-COORDINATORS	The Regional Process Co-Coordinator select the Session Co-Coordinator following consultation with the relevant Regional and Sub-regional Coordinators. Following approval by the Regional Process Co-Chairs, the Forum Secretariat announces the selected institutions.
2	FURTHER DEVELOP THE SESSIONS	Selected Session Co-Coordinator work with the relevant Regional and Sub-regional Coordinators, building on the concept notes, draft full session descriptions and other work already undertaken by the Regional Coordinators.
3	SELECT SPEAKERS AND EXPERTS	Based on the needs of each session and in consultation with the relevant Regional and Sub-regional Coordinators, Session Co-Coordinator select the final Session Speakers and Experts Providing Suggestions or Recommendations.
4	ANNOUNCE RESULTS	Applicants are informed of the outcome of the role or roles for which they applied through the relevant result announcement.

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PLEASE NOTE

Applications for Session Speaker or Expert Providing Suggestions or Recommendations will remain under consideration regardless of the outcome of the affiliated institution's application for the Session Co-Coordinator role.

Submitting an expression of interest does not guarantee selection.

8. Before You Submit

✓	Confirm that you are using the correct form for the role sought.
✓	Review the relevant regional concept note and session description before selecting a session.
✓	Ensure that the application remains within the applicable session or role–session limits.
✓	Submit the final application by 20 September 2026, 23:59 (KSA time, UTC+3) .

9. Application Links and Contact

Session List & Descriptions	[RP SESSION LIST & DESCRIPTIONS]
Regional Concept Notes	[REGIONAL CONCEPT NOTES]
Application Form for Session Co-Coordinator	[APPLICATION FOR SESSION CO-COORDINATOR]
Application Form for Session Speaker / Expert	[APPLICATION FOR SPEAKER OR EXPERT]

For further information, please contact the 11th World Water Forum Secretariat – Regional Process Team:
[regional@worldwaterforum.org]

We look forward to your valuable contribution to the Regional Sessions of the 11th World Water Forum.