

Announcement Lounge Booking: User Guide

MWC26 Doha | Participant Instructions

A step-by-step guide for MWC26 Doha and ITU PP26 participants who wish to book a session in the Announcement Lounge.

1. About the Announcement Lounge

The Announcement Lounge is a dedicated room at MWC26 Doha where eligible participants can reserve a time slot to host a press announcement, presentation, signing, or a combination of these activities.

To book the Announcement Lounge, participants will need to complete the online booking form.

 For the Announcement Lounge Booking Form, click [here](#).

Eligibility and registration requirements

- The booking system is open to registered MWC26 Doha and ITU PP26 participants.
- Registration for the relevant event is mandatory before you can complete your booking.
- You must use the same email address associated with your event registration.

2. Select Your Date and Time Slot

Choose **one available date and one available time slot** from the options listed below. Please ensure that your selected slot suits your schedule, as it will be your requested time for the announcement session.

Date	Time Slots
Sunday, 8 November 2026	11:30, 11:50, 12:00, 12:20, 12:30, 12:50, 13:00, 13:20, 13:30, 13:50, 14:00, 14:20, 14:30, 14:50, 15:00, 15:20, 15:30, 15:50, 16:00, 16:20
Monday, 9 November 2026	09:00, 09:20, 09:30, 09:50, 10:00, 10:20, 10:30, 10:50, 11:00, 11:20, 11:30, 11:50, 12:00, 12:20, 12:30, 12:50, 13:00, 13:20, 13:30, 13:50, 14:00, 14:20, 14:30, 14:50, 15:00, 15:20, 15:30, 15:50, 16:00, 16:20
Tuesday, 10 November 2026	09:00, 09:20, 09:30, 09:50, 10:00, 10:20, 10:30, 10:50, 11:00, 11:20, 11:30, 11:50, 12:00, 12:20, 12:30, 12:50, 13:00, 13:20, 13:30, 13:50, 14:00, 14:20, 14:30, 14:50, 15:00, 15:20, 15:30, 15:50, 16:00, 16:20

Important booking rules

- Each session lasts 20 minutes.
- You may book **one time slot per email address**.
- A slot is reserved for you as soon as your booking request is submitted, even while it is pending review. This prevents the same slot from being booked by another participant.
- Your booking is not confirmed until it has been approved by GSMA.

3. Complete the Booking Form

The online form collects your contact details, booking preferences, announcement information, and supporting materials.

Fields marked with an asterisk (*) are mandatory.

A. Contact Details

Provide the following information:

- Company name*
- Key contact's first name*
- Key contact's last name*
- Email address*
- Mobile number*

B. Booking Details

Complete the following fields:

- **Purpose of booking***: Presentation, Signing, or Both
- **Booking date***
- **Preferred time slot***: Select from the available options only
- **Number of spokespeople***: Maximum of four
- **Name and job title of each spokesperson***

MC Requirements

If you require an MC for your announcement session, please indicate this in the booking form and let the team know in advance.

You will be asked to select your preferred MC language in the booking form:

- English
- Arabic

Please select the appropriate language when completing the form.

C. Announcement Details

Provide the relevant announcement information:

- **Announcement title***: This may be included in the event schedule and promotional materials.
- **Announcement description***
- **Partner organisation**: Indicate whether the announcement involves a partner organisation. If applicable, provide the organisation's name and logo.
- **Additional requirements**: Include any other media or announcement related requirements.

D. Supporting Documents and Materials

Please prepare your supporting materials before submitting your booking request.

Important: All supporting documents must be combined into one single document and uploaded as one file.

Please ensure that all relevant supporting information and materials are included in this one file.

You do not need to have all your materials ready when you initially submit your booking request. Additional materials can be uploaded later using the **Edit & Upload** link in your confirmation email, provided they are submitted before the deadline.

Submission deadline: Sunday, 1 November 2026.

If you need to submit materials or make changes after this deadline, please contact the support team at:

 announcementlounge@mwcdoha.com

E. GSMA Press Zone Publication

The booking form will ask:

Would you like GSMA to publish your press release on the MWC Doha Press Zone?*

If you select **Yes**, you will need to:

- Provide your preferred publication date and time, using Doha local time.
- Submit your **final English press release**.
- Provide **one hi-def image** to accompany the press release.

Please note that the final English press release and hi-def image are required for this publication request. These should be provided separately from the single file containing your other supporting documents.

F. Before Submitting

Please check the following before submitting your request:

- Ensure that all information provided is accurate and complete.
- Verify that you have selected the correct date and time slot.
- Make sure that all mandatory fields have been completed.
- Confirm that all supporting documents have been combined into one file.
- If requesting publication on the MWC Doha Press Zone, prepare your final English press release and hi-def image.
- Note that all booking requests are subject to GSMA approval.
- If you need to change or cancel your booking, you must contact the support team. Changes and cancellations cannot be made directly through the booking system.

4. What Happens After You Submit?

Once you submit the form, your booking request will be reviewed by the GSMA team. Your booking is **not automatically confirmed upon submission**.

Your booking will display one of the following statuses:

Status	Meaning
Pending	Your request has been received and is awaiting review.
Approved	Your request has been approved and your time slot is confirmed.
Declined	Your request has not been accepted.

You will receive an automated email whenever your booking status is updated.

Expected response time: The final outcome of your booking request, either approved or declined, is expected within **three working days**.

Please wait for your approval email before treating your booking as confirmed.

5. Need to Update or Change Your Booking?

Depending on the type of change required, please follow the instructions below.

Update your information or upload documents

Use the **Edit & Upload** link in your confirmation email to update your information or submit additional materials before the applicable deadline.

Change your time slot or cancel your booking

Time slot changes and cancellations cannot be completed directly through the booking system. Please email the support team to request assistance.

 **Support email:** announcementlounge@mwcdoha.com

When contacting the team, please include your company name, booking contact details, and relevant booking information to help the team locate your request.

6. Additional Information

Language

- The booking form is available in English only.
- Please complete all fields in English to ensure your details match your event registration information.
- If you require an MC, select your preferred language, English or Arabic, in the booking form.

Supported Devices

- The booking portal can be accessed using both desktop and mobile devices.

Booking Reminder

- You will receive a reminder email one day before your scheduled booking.
- Reminder emails are sent to all bookers at the same time, regardless of their individual session time.

Announcement Lounge: Location & Set-Up

Location: B67, MWC Doha Show Floor

Specifications: 120 sq m | 6 VIP seats | 44 audience seats | 4 speaker seats | 85" built-in screen

Set-Up: Premium and contemporary, with an open, media-friendly layout, MWC-branded backdrop, professional staging and soft lighting.

Questions or Assistance

For booking related questions, changes, cancellations, or support, contact:

 announcementlounge@mwcdoha.com

Thank you for your interest in the MWC26 Doha Announcement Lounge.

Please ensure that your booking request and supporting materials are submitted within the specified deadlines, and allow sufficient time for the GSMA review and approval process.