

# IGF 2020

## Concept of the Remote Hubs

*This document is developed in consultations with some of the national, regional, sub-regional and youth IGF initiatives (NRIs) to bring closer the concept and logistics of remote hubs at the IGF 2020 annual meeting and the particular value they have given that the IGF is hosted online. It builds on the IGF 2020's [Call for Remote Hubs](#)<sup>1</sup>. The guidance presented below can be used by any stakeholders interested to organise a remote hub, regardless if they are associated with NRIs.*

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### What is an IGF remote hub?

Remote Hub can be defined as a local in-person meeting taking place at the same time with an ongoing IGF meeting irrespective of the time zone. Hubs gather people from all stakeholder groups interested to take active, organised participation in sessions hosted at the IGF. They are organised at local levels, for example in schools, at universities, office premises etc.



IGF 2010 Remote hub of Great Lakes Institute of Management. Photo credit: [www.isocindiachennai.org](http://www.isocindiachennai.org)

Hubs participation's scope differs. They can be smaller for up to 5-10 people, medium size for up to 15-25 people and larger in number of participants of 30-50 or even more. Some hubs at the past IGFs had over 100 people, as those were organised in parallel with larger events or at universities where students were participating in some of the sessions as part of the capacity development process.

Hubs's communities can together watch real-time webcasts of IGF sessions and actively intervene by asking to take the floor via audio-video computer equipment or via text through real-time chat functions. After each IGF session attended by those present in the hub,

<sup>1</sup> <https://www.intgovforum.org/multilingual/content/igf-2020-remote-hubs>

the hub coordinator may choose to organise for a speaker to coordinate discussions emanating from the thematic session which was concluded.

### **What is the difference between participating via hub or as an individual online participant?**

This year everyone will participate online at the IGF annual meeting. Unlike when connecting as an individual participant, in the hub you are part of a community/network of peers in the Internet governance ecosystem. The hub organisers/moderators can facilitate discussions and exchange of views among hubs' participants and communicate those as specific views from a particular community to the session organisers.

The hubs also help to raise awareness about Internet Governance issues, as one has the opportunity not just to listen but to listen and discuss at the same time with others present at the hub's venue. They also foster networking among participants and community building. Finally, hubs can encourage follow-up activities.

The IGF 2020 session moderators are asked to **give priority** to the interventions coming from the remote hubs when opening the floor for discussion.

### **What are the requirements for an NRI to hold a remote hub and is support available?**

The IGF 2020 meeting will be fully online hosted. The remote hubs could be a way to remedy the lack of face-to-face contact. The NRIs are already a well-established and organised network of different stakeholders dealing with Internet governance. If an NRI or any stakeholder from a particular NRI wants to organise a remote hub, they can approach the IGF Secretariat to register their hub to be listed at the IGF website. *Please do approach the Secretariat with your expression of interest as soon as possible for further planning (in case of requested support no later than 10 September 2020; and to register the hub and list it on the IGF website, no later than 20 September 2020).*

Some remote hubs can receive in-kind and financial support, should they be established in developing countries or transitional economies and if hubs participation can gather around thirty (30) stakeholders throughout the IGF 2020 meeting (second phase is a priority). The financial support can be up to 2,000 USD for costs of equipment, venue, meals and coordination.

### **What are the overall benefits for the hubs from participating in IGF 2020?**

The IGF Secretariat will ensure that enough visibility is given to the remote hubs and their organisers via social media, mailing lists, its website as well as direct communication with the session organisers the hubs will take part in. This long-term could help the visibility of the involved stakeholders and the NRIs.

Some NRIs suggested that, through the remote hubs, they plan to implement capacity-develop activities for their communities. For example, participation in sessions could be accompanied with a short briefing from local experts for university students or any other stakeholders interested in Internet governance.

*This year, your remote hub will allow you to capture the “Spirit of IGF”.*

- *You may want to associate national supporters and partners who can brand the event.*
- *You may opt to invite speakers and IGF resource persons to help lead out in follow-up discussions.*
- *You may elect to have IGF issues discussed from your hub’s lenses.*
- *Be sure to take photos and share with the IGF Secretariat and on social media.*

*As some NRIs said, 2020 IGF is yours to rock!*

### How to set up a remote hub?

The IGF 2020 will be hosted online via Zoom platform. Each hub would connect to the particular session of interest hosted via Zoom from a central computer in the hub’s venue under hub’s name. The video image of the hub would be transferred to the Zoom’s meeting room.

There are several technical and organisation essential elements for a good remote hub. From the experience of the NRIs that have hosted remote hubs in past, these requirements are:

Requirements	
<b>Venue</b>  <i>Ensure a meeting space</i>	<p>A room or auditorium should be large enough to accommodate the targeted number of people, respecting the local health and safety epidemiological measures. In 2020, this requirement is particularly important, as many countries have mandatory requirements on physical gatherings in light of the necessary epidemiological measures.</p> <p>The room setup should include table(s) and comfortable chair(s).</p> <p><b>Example:</b> A hub can be hosted in a university classroom or in a larger office space or conference room. Some hosted remote hubs in their homes.</p>
<b>Technical equipment</b>  <i>Bandwidth</i>  <i>Audio-video and computer equipment</i>	<p>Ensure a stable broadband Internet connection inside the venue.</p> <p><i>A good rule of thumb is that a minimum of 2 Mbps full duplex will be enough for strictly audio-video participation in addition to at least 256 kbps per participant. E.g. for 10 participants in the room, approximately 5 Mbps should be ensured. 30 participants would require around 10 Mbps etc. Using a wired Ethernet connection for the central computers that will be used for audio-video hub’s intervention in the session is highly recommended.</i><sup>2</sup></p> <p>Ensure that a room has an audio system and a larger screen or projector so that everyone can follow the video session. At least one stable microphone is necessary to ensure smooth verbal intervention in the session. The video feed will be made available when you connect to IGF 2020 Zoom platform.</p>

<sup>2</sup> ICANN Remote Participation Hub Technical Documentation <https://meetings.icann.org/en/remote-hub-host-terms>

	<p>Alternatively, hubs participants can follow the video via their laptops or mobile devices.</p> <p>Ensure the room has enough power ports for charging participant's devices.</p>
<b>Your remote hub's IGF 2020 schedule</b>	<p>IGF 2020 agenda is extensive. Make sure that you ask your participants to mark sessions of their interest. Estimate the common interest and build <u>your hub's schedule</u> based on the IGF 2020 overall schedule. Be mindful of the convenient work hours for your hub.</p> <p><u>Announce your schedule</u> to the IGF Secretariat to inform the session organisers that you will take active organised participation and to ensure you have a priority when intervening.</p> <p>If the hub's demand will surpass the availability of seats, it is recommended to make a timetable for participants: who is participating when. <i>For example, some universities have scheduled hubs for several hours each day for different groups of students following their interests.</i></p> <p><b>Example:</b> <i>My hub will follow the IGF 2020 sessions on cybersecurity and AI; high level track sessions and opening/closing sessions in the most convenient hours for our participants which are between 09:00 and 14:00 PM UTC.</i></p>
<b>Refreshment</b>	<p>The meeting hours can be long and it is recommended that refreshment and meals are made available.</p>
<b>Outreach and promotion</b>	<p>The remote hubs should be open to everyone to join, depending on the number of available seats. As said, there is also an option to accommodate a larger number of interested participants by organizing participants in groups for different sessions.</p> <p>Social media is a good way to reach out to your communities and ensure they know there is a possibility to join the hub; but also to make your good organised work visible to the global ecosystem.</p> <p><b>Tip:</b> <i>Use the #IGF2020 hashtag and @intgovforum handle to promote your hub's activity.</i></p>

#### Sources:

- IGF 2020 Remote Hubs: <https://www.intgovforum.org/multilingual/content/igf-2020-remote-hubs>
- ICANN Remote Hubs: <https://meetings.icann.org/en/remote-hub-host-terms>
- Example of IGF 2020 Remote Hub: <https://www.isocindiachennai.org/?p=149>