1. Go to the Website

- www.intgovforum.org
2. Login

- Login using the username and password you used to create the workshop proposal

- Click login
3. Workshops section

• Click “Workshops” on the left menu

• Click “Manage your proposals”
4. Click to edit workshops

Workshop Proposals

List of Your Proposals:
Click on the title to edit your workshop

- 101. Are we meeting the challenges of bringing content and access to the world?, Access and Diversity, 2011-06-17 09:12:44 (ACCEPTED)
- 263. Internet for Knowledge:Free and Open Classrooms across Continents, Internet Governance for Development [IG4D] (Cross cutting Priority), 2011-06-17 09:28:38 (NOT ACCEPTED)
- 192. MOBILE INTERNET, ITS REGULATION AND ITS CONNECTION WITH INTERNET GOVERNANCE, Internet Governance for Development [IG4D] (Cross cutting Priority), 2011-06-17 09:26:23 (MERGER CANDIDATE)
- 4. Internet Governance and ICT for Development:, Internet Governance for Development [IG4D] (Cross cutting Priority), 2011-06-17 09:13:45 (PENDING)

Workshop can be edited
Workshop can NOT be edited
5. Restrictions

- Only workshops with Status “ACCEPTED” OR “PENDING” can be edited.
- Workshops with Status “NOT ACCEPTED” and “MERGER CANDIDATE” can NOT be edited.
6. Access Report Submission

• Click on the button “Submit Report”
7. Submit Report

• Fill the details and the spam check

Please type the characters you see in bold in the picture:

Please note that workshops are expected to adhere to the multi-stakeholder principle, including geographical and gender diversity and to provide different perspectives on the issues under discussion.

• Click Save Workshop

Report upload: No report uploaded. Upload: [Choose File] No ... en
8. Verify you report

- Go to: the list of workshops:
  http://www.intgovforum.org/cms/w2011/list-of-workshops-2011
- Click on the link of your workshop
- Click on “Jump to report”
- Check you data