

The IGF2021 will be organised in a hybrid format, welcoming participants joining physically on-site in Katowice as well as participants joining virtually online. The goal is for all participants – whether on-site or accessing the IGF online – to have a similar experience when engaging with IGF sessions. We recognise this is an aspirational goal, but it is important to set the trend for future IGFs. Workshop and session organisers are expected to consider elements of interactivity and accommodate the hybrid format in their proposals. These elements will play an important role in the MAG's evaluation of proposals.

- IGF 2021 will use the Zoom online platform (for networking get-togethers, other platforms can be considered, these should be mentioned in your proposal).
- Please consider including a mix of online and on-site speakers/panellists, a hybrid approach is preferred but not essential. Please indicate whether your speakers plan to be attending in person or online (we are aware this may change as the situation with the pandemic changes during the year).
- Proposals should include a moderator or facilitator for the speakers/panellists and a moderator or facilitator for the online participants (e.g. chat, comments, questions, etc.).
- Proposals for sessions held with speakers/panelists only online will also be considered, arrangements will be made for online sessions to interact with on-site participants.
- Proposals for sessions held with speakers/panelists only on-site should explain how they will include online participants.

Points to address in your proposal:

- About the speakers: Consider planning your session with a mix of speakers joining online and on-site. Describe the expected dynamics between the speakers, and with the participants in this respect (see below, organizing a session with all speakers joining online also accepted).
- About the participants: Sessions at IGF2021 should provide an engaging experience for participants joining online and on-site. How will you design the session to ensure the best possible experience for the online and on-site participants?
- About moderators/facilitators: Sessions will need a moderator for the panel/speakers and a moderator for the online elements, e.g. the chat, question and comment functions.
  - Describe your proposed moderators/facilitators experience and skills.
  - Capacity building support for moderators/facilitators and speaker will be organized before the IGF, please indicate if you would like such support, and of any needs or suggested issues you think the support should include.
  - There will be a manual to guide all aspects of organising hybrid sessions.
- Will you use any features such as break-out sessions, or interactive and engagement tools such as mentimeter, slido, and others? If yes, describe how these will be used. Please note, IGF2021 will use the Zoom platform, sessions that require plug-ins will not be possible.
- About timezones: You can submit a proposal to take place at a time more convenient for the participant's location/timezone. Please indicate in your proposal if you have any preference for the time of day when the session will be held. Please note IGF2021 will take place in the Central European Time.