



IGF Internet
Governance
Forum

IGF 2020 WORKSHOPS

Brief Manual for Workshop Proposers

*Prepared by the IGF Secretariat
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IGF 2020 Call for Workshop Proposals



In this manual, find out more about:

- *What is an IGF workshop proposal?*
- *Who can submit a workshop proposal?*
- *How to submit a workshop proposal?*
- *Who decides and how if your workshop proposal is accepted?*
- *Useful tips for a successful workshop proposal.*
- *Timeline for workshop submission, evaluation, final selection and announcement.*
- *How to access the workshop form and who to contact if you need support.*

The Basics – IGF Workshop FAQs

What is a workshop session? What is the purpose of workshops?

Workshops are sessions in the IGF annual meeting on a **specific Internet governance-related topic or question**. Internet governance is defined as *“the development and application by Governments, the private sector and civil society, in their respective roles, of shared principles, norms, rules, decision making procedures, and programmes that shape the evolution and use of the Internet.”* Workshops should offer expertise or insight on the topic and generate discussion among participants.

What are the IGF thematic tracks in 2020?

The 2020 programme will be framed by four specific thematic tracks: (1) [Data](#); (2) [Inclusion](#); (3) [Trust](#); (4) [Environment](#). Proposers should submit proposals on topics under one of these, which will be selectable in the workshop submission form. They should also read the detailed description on each to guide their submission. It is important for proposers to note that the policy questions provided with each theme, as well as the associated topics and Sustainable Development Goals (SDGs), are **illustrative only** and that many more may be relevant.

Who can submit a workshop proposal?

- **Any person, or group of persons**, from any stakeholder group - civil society, the technical community, the private sector or government - may submit a workshop proposal.
- Organizing teams who are proposing for the first time, or are from [developing countries](#), are especially encouraged to submit.
- It is also strongly encouraged to list a team that is diverse in terms of gender, region, stakeholder group, age (e.g. youth), and physical ability (e.g. persons with disabilities), as [diversity](#) is an important factor during proposal evaluation.

Who is the proposer? And who is the organizing team?

- The individual making the submission, the **‘proposer’**, is **considered the contact or communication focal point for the proposal.**
- **The ‘organizing team’ listed in the proposal are the people who are organizing, leading and responsible for the workshop.**
- The proposers may list themselves as one of the members of the organizing team if she/he will be playing an organizational role, and should **also list Moderators and Rapporteurs as part of the team.**
- The MAG will be looking at the [diversity of the team](#) in terms of: gender, regional group, stakeholder group, inclusion of youth and persons with disabilities.

Who are the speakers in a workshop? How can I find speakers for my workshop?

- Workshop proposers can include any speaker appropriate to their proposal, and **must list a [minimum of 3](#)**. They are also advised **not to make their speakers lists too long** (5 total speakers is recommended), to allow enough space in their session for participant engagement.
- Lists of speakers are subject to the **[‘Diversity’ criteria](#)**. As with the organizing teams, the MAG will be looking at whether they are **diverse in terms of gender, region, stakeholder group, age (*e.g. youth*) and physical ability (*e.g. persons with disabilities*)**.
- Proposers/organizers having difficulty finding speakers with the right expertise, or from a different region or stakeholder group, are invited to consult the **[IGF’s roster of ‘resource persons’](#)**. The rostered experts have volunteered to act as resource persons in IGF sessions upon request.

What are the length and format of a workshop?

- The length of a workshop can be **30, 60 or 90 minutes**.
- Possible formats include:
 - **Birds of a Feather**
 - **Breakout Group Discussions**
 - **Debate**
 - **Panel**
 - **Roundtable and**
 - **Tutorial**
- Proposers also have the option to select '**Other**' and describe the format they have designed.

How is each format defined?

- **Break-out group discussions** involve several separate, smaller conversations that take place during the same time. The discussion topic is introduced at the beginning of the session to all participants in the room, usually by a moderator or subject matter expert. The participants then break out into small groups and discuss this topic or aspects of this topic. Moderators can be “assigned” to each group to clarify specific issues or to keep the conversation flowing. At the end of the session, the groups come back together and summarize their discussions for everyone, or moderators share results and conclude with suggestions for possible next steps.
- **Birds of a Feather** is suggested for when a group of attendees come together based on a shared interest on an Internet policy issue, and carry out discussions without any pre planned agenda.

How is each format defined?

- **Debate** is a productive way to weigh opposing views on an issue and to assess the logical arguments supporting each view. Two sides to an issue are presented – one side argues in favour of a proposition, and one side argues against. Each side can be represented by one person, or alternatively, a team. The highest quality debates usually result from comparing two extreme positions.
- **Panel format** is suggested for sessions where a diversity of experts explore an emerging Internet policy issue. In the panel format, several speakers or subject matter experts provide opening remarks on a question and then address questions from the moderator. Small panels (a maximum of 5 speakers) are preferred to increase audience participation.

How is each format defined?

- **Roundtable discussion** puts speakers in conversation with one another on a particular theme or issue. A moderator will introduce subject matter experts (if any) at the table and explain the discussion topic before engaging all discussants in the room in a roundtable conversation. Everyone 'at the table' is given equal weight and equal opportunity to intervene. Workshop proposals for the roundtable format should identify the subject matter experts and describe how walk-in participants will be encouraged to participate in the discussion.
- **Tutorial** is a learning session in which the organizers have expert knowledge of a specific topic. It should give participants practical information for how to apply what they have learned beyond the workshop.

Is there a limit to the number of proposals you can submit?

Yes! Each submitter is limited to **three (3) proposals**.

Can I submit in any language?

The working language of the IGF Secretariat and MAG is **English**. Unfortunately, at this time, submissions in other languages cannot be accepted.

How can I submit? When is the deadline?

- All proposals must be submitted electronically through the [form](#) **provided on the IGF website**.
- The deadline for submission is **22 April 2020**.

How is a workshop proposal evaluated?

- The IGF's Multistakeholder Advisory Group (MAG) evaluates and selects all workshop proposals, consulting with the IGF Secretariat on organizational matters. Approximately, between 60 and 100 proposals may be selected. The final round of evaluation will take place during the MAG's 2nd in-person meeting on 16–18 June 2020.
- There are **six major criteria** around which evaluation revolve:
1) Content; 2) Diversity; 3) Relevance; 4) Interaction; 5) Policy Questions and 6) Format.

More detailed overview of the selection process and criteria applied is available [here](#).

When will I know if my proposal has been selected or not? What happens next?

Approximately one week following the face-to-face MAG meeting on 16-18 June 2020, notifications will go out from the IGF Secretariat to all proposers (those selected, identified for a merger, and not selected). All proposers will receive written feedback from the MAG on their submissions.

What is a 'workshop merger'?

In some cases, if a workshop proposal is **very similar thematically and shows a great deal of synergy with another proposal**, following the evaluation, the MAG and IGF Secretariat will reach out to the sets of organizers and propose they merge their sessions. This is done to avoid duplication, as well as to include proposals which are worthy but for which space in the programme has run out.

The organizers are under no obligation to accept a merger but risk losing a spot in the programme if they decide not to.

Is there a fee to conduct a workshop?

There is no fee of any kind for submitting a workshop proposal. There is also no fee for the room the workshop will occupy at the IGF, and no collateral cost for the IGF Secretariat's promotion of the workshop as part of overall promotion of the IGF programme. Personal costs, however, will apply to attending the annual meeting, including travel and hotel costs.

Will funding be provided?

On a limited basis, the IGF Secretariat may fund some participants to attend the annual meeting, budget permitting. The determination of whether the budget will allow for any participant funding is made closer to the meeting; if the case, individual applications will be considered based on specific eligibility criteria which strongly favour applicants from [developing countries](#). Please consult the criteria [here](#).

Who will attend the workshop?

- All sessions in the programme are open to all participants of the IGF meeting.
- Anyone at the IGF may attend the workshop.
- Organizers are encouraged to promote their own workshops to increase participation.

Tips for a Good Workshop Proposal

Advice for a Successful Workshop Proposal

1. **Use a new session format.** The MAG will be looking for proposals that use new and innovative formats to encourage greater diversity and participant engagement. Break-out group discussions, debates, birds of a feather, and tutorials are all options this year for workshop sessions. You can also propose your own format for the session.
2. **Submit a proposal even if you have never been to an IGF.** During the evaluation process, special attention will be paid to first-time workshop proposers, in an effort to welcome new voices to the IGF discussions.
3. **Attention to proposers from developing and least developed countries:** Preference is given to proposals from your areas, to encourage greater diversity at the IGF event.
4. **Be clear about why the session should happen and how it will happen.** It is important to be clear on the topic and how it will be addressed under one of four Internet Governance [thematic tracks](#) this year: *(1) Data; (2) Inclusion; (3) Trust; (4) Environment.*
 - **Why:** In your proposal, give a concise description of the issue that your session is designed to explore.
 - **How:** Explain how the issue will be addressed through the session format. For example, if the session is a debate on the “right to be forgotten” explain what aspect of the issue will be discussed, the major discussions points, and the perspectives to be covered. In addition, provide the agenda of the debate, including timings for debaters, moderator and audience.

Advice for a Successful Workshop Proposal

- 5. Choose the length of your session wisely.** Workshop sessions are either 30, 60 or 90 minutes long. Pick the amount of time that is best for your session. For example, if you wish to give a brief presentation on a topic, a 30-minute session would be a good duration.
- 6. Plan for online participation:** The IGF is a global discussion, and those who are not “on location” also need to be able to participate. The MAG will review the proposer’s plan for online participation under the ‘Interaction’ section, so ensure that you have considered how to accommodate online participants and that you have nominated an Online Moderator in your proposal. You could even check to see if a “remote participation hub” is being planned by members of the Internet community in your locality or region, and work with them.
- 7. Assign a Rapporteur.** All workshop sessions require a rapporteur to produce a summary report of the session. Reports must be submitted to the IGF Secretariat no later than two weeks following the IGF event. If a report is not submitted, then the workshop proposer will not be allowed to submit a workshop proposal for the next IGF.

Advice for a Successful Workshop Proposal

8. **Speakers do not need to be fully confirmed in your workshop proposal (*but you should have contacted at least three and indicated this in the proposal form to meet the requirements in the initial screening*).** The MAG understands that it is difficult to ask workshop speakers to confirm their attendance to the IGF at the proposal stage, so only provisional confirmation for three listed speakers is required. What is equally important is a description of the part each speaker is meant to play in the workshop (e.g. one speaker will share technical expertise on the issue, while another speaker will address the economic considerations of the issue). Strive to make your list of speakers as diverse as possible.
9. **Read the [selection criteria](#) in full.**
10. **Reach out if you need help.** Contact the IGF Secretariat at igf@un.org if you have questions about submitting a proposal.

Advice for a Successful Workshop Proposal

... Plus, 2 common-sense, important reminders to ensure your proposal is evaluated!

- ✓ **Check that your proposal meets the minimum requirements to pass the IGF Secretariat's initial screening.** Before the MAG see the proposals they will evaluate, the IGF Secretariat screens each one received and eliminates those which do not meet specific criteria. These are listed [here](#), in 'Stage 1'.
- ✓ **Submit within the deadline: 22 April 2020, 23:59 UTC.** Proposals will not be accepted after this date.

Timeline and Contact Support

Timeline and Contact Support

| Action Item | Time Framework |
|--|---|
| Call for Workshop Proposals | Week of 2 March – 22 April 2020, 23:59 UTC |
| Clearance and Evaluation | 23 April – 29 May 2020 |
| Final Selection and Proposal for mergers | 16 – 18 June 2020 (2 nd in-person MAG meeting in Geneva, Switzerland) |
| Announcement on the IGF website | By 25 June |

- **Have questions about your workshop proposal? Contact the IGF Secretariat at igf@un.org or by phone at 0041 22 917 34 11.**

All Resources for Proposers

- [IGF 2020 Workshop Submission & Review Process](#)
- [IGF 2020 Thematic Tracks](#)
- [Workshop Proposal Submission Form](#)
- [List of Volunteer Resource Persons](#)
**information appears as submitted by volunteers*

How to Access the Workshop Submission Form?

Access Workshop Proposal Form

Step 1

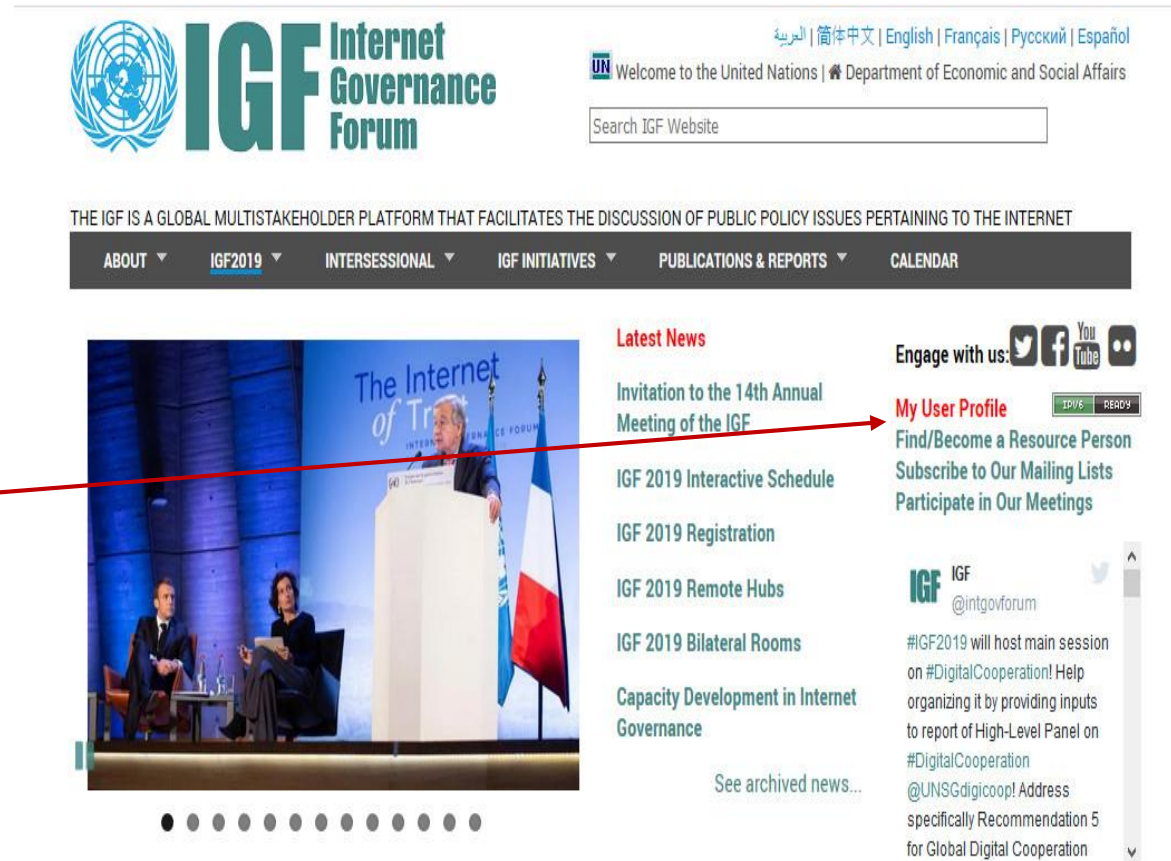
- Access the IGF website via: www.intgovforum.org/multilingual

Step 2

- Log in to the IGF website with your credentials by clicking on: **My User Profile**

Step 3

- Access the workshop proposal form via: www.intgovforum.org/multilingual/content/igf-2020-workshop-proposal-form



Access Workshop Proposal Form

Step 4

- Complete all mandatory fields in the workshop proposal form, by carefully following integrated guidance www.intgovforum.org/multilingual

Step 5

- Make sure that you occasionally save your inserted inputs by clicking on **Save Draft**. This will allow you to log out and log in to your form and continue where you last left!

Step 6

- After a final review, click on **Submit**. This is the last action that can not be undone!

18. Optional Documentation

Background materials, framework document, policy documents, recent supporting documentation

Additional Reference Document Link

Please check you introduce the complete link (starting by http:// or https://)

Additional Background Paper

Choose File No file chosen Upload

Files must be less than 2 MB.
Allowed file types: pdf.

* **'Save Draft'** below is to save and edit your proposal. When clicking this button you are NOT submitting your proposal for evaluation.

* **'Submit'** is for submitting your complete and final proposal for evaluation. No editing can be done after submission. Please, be sure to click on this button before submission deadline, **15 April 2020 23:59 UTC** (48 days, 11 hours, 59 minutes and 48 seconds left).

Save Draft Submit



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Thank You

Merci

Спасибо

Gracias

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