**IGF Session Reporting**

**Workshops**

**2018 Template:** Using the pre-existing, MAG-approved template, provide pre-session, short and long-form reports that ask rapporteurs to reflect **and qualify (if possible) points of agreement as well as points of divergence** in the session’s discussions. This **template is standard for all sessions. Note: it is one (1) template progressively completed to minimize effort. The Pre-session reports will be made available to the press and to UN Communications staff to aid in reporting.**

**Pre-Synthesis &** **Short Report Template**: <https://www.intgovforum.org/multilingual/index.php?q=filedepot_download/6037/1379>

**2018 Reporting Deadlines for Workshop Organizers:** Pre-session reports due no later than Nov. 2nd, 2018 (the earlier the better); short reports due within 12 hours of the session being held **for incorporation into ‘IGF Messages’ & Chair’s Summary**; long reports due by Nov. 23rd, 2018.

**Main Sessions**

**2018 Template:** Following general principles for reporting outlined by the MAG, use the same template as for workshops and the reporting process in line with these. The process for the main sessions will also include enhanced ‘IGF Messages’, building on ‘Geneva Messages’ from 2017.

**2018 Reporting Deadlines for Main Session Organizers:** Pre-session reports due no later than Nov. 2nd, 2018 (the earlier the better); short reports due within 12 hours of the session being held; **‘IGF Messages’ due within 12 hours of the session being held;** long reports due by Nov. 23rd, 2018.

**Open Forums**

**2018 Template:** Same template as for workshops.

**2018 Reporting Deadlines for Open Forum Organizers:** Pre-session reports due no later than Nov. 2nd, 2018 (the earlier the better); short reports due within 12 hours of the session being held **for incorporation into ‘IGF Messages’ & Chair’s Summary**; long reports due by Nov. 23rd, 2018.

**BPF and CENB Sessions**

**2018 Template:** Same template as for workshops. [BPF facilitators to be consulted; will inform if divergence from template is required.]

**2018 Reporting Deadlines for BPF/CENB Session Organizers:** Pre-session reports due no later than Nov. 2nd, 2018 (the earlier the better); short reports due within 12 hours of the session being held **for incorporation into ‘IGF Messages’ & Chair’s Summary**; long reports due by Nov. 23rd, 2018.

**DC Sessions**

**2018 Template:** Same template as for workshops.

**2018 Reporting Deadlines for DC Session Organizers:** Pre-session reports due no later than Nov. 2nd, 2018 (the earlier the better); short reports due within 12 hours of the session being held **for incorporation into ‘IGF Messages’ & Chair’s Summary**; long reports due by Nov. 23rd, 2018.

**NRI Collaborative Sessions**

**2018 Template:** Same template as for workshops adding a field that the process should be explained.

**2018 Reporting Deadlines for NRI Collaborative Session Organizers:** Pre-session reports due no later than Nov. 2nd, 2018 (the earlier the better); short reports due within 12 hours of the session being held **for incorporation into ‘IGF Messages’ & Chair’s Summary**; long reports due by Nov. 23rd, 2018.

**Other Sessions**

**2018 Template:** Same template as for workshops.

**2018 Reporting Timeline for Other Session Organizers:** Pre-session reports due no later than Nov. 2nd, 2018 (the earlier the better); short reports due within 12 hours of the session being held **for incorporation into ‘IGF Messages’ & Chair’s Summary**; long reports due by Nov. 23rd, 2018.