

Positive Inputs:

- the placement of the tables in the majority of the workshop rooms was horseshoe shaped table, which allowed more integration of the panelists and participants. More than when is done on a panel format, auditorium or school;
- volunteers: quantity and quality were excellent;
- the quality of the streaming, audio and video were quite good, there were in general no major setbacks with the participation of remote panelists;
- the work of the staff of the IGF Secretariat was excellent. They answered and solved immediately the doubts and problems that arised (Anja, Eleonora, Madame Chair, Chengatai etc.) and, there was very high level of panelists and workshop themes.

To Improve:

- food should be provided by hosts as happened in Brazil 2015;
- in many cases, the workshop rooms were open letting in noise which provoked confusion and loss of concentration;
- on day -1 and 2 the registration took a long time and some 9:00am panelists could not arrive on time so perhaps in those two days it would be worth extending the registration staff;
- a distinction was made in the registration for delivery of materials for only members of the government which sent a message of preference or exclusion to the other sectors;
- workshop signaling was very confusing, planning on the premises was like a labyrinth on some occasions difficult to find or solve;
- The premises did not fully allow access to people with disabilities. There were workshops where you had to use stairs and did not have an elevator, the

accesses mostly had no ramps, as well as the area to go down to the dining room;

- the dining area was very uncomfortable as in some cases there was food up and down and you had to be going up and down with the tray food;
- there were very limited transportation. If you wanted to go to PALCOO in the shuttles offered by the IGF, you had to leave a hotel that was not yours (in my case go to another hotel to pick me up) and an hour before the beginig of the event, there are events where shuttles left every half hour back and forward hotels.

Suggestions 2017

- the number of simultaneous workshops could be reduced, since many of them were spliced and, with such offer, the active participation of some workshops decreased;
- it would be worthwhile to pre-register the people who attend to the specific workshops in order to avoid cases such as: one semi or none full workshops in a very large (and empty) room, and others in small rooms completely full (we did not get in to one WS for that reason);
- most of the time the booths were empty or did not have the necessary attention or recognition since they were very far from the active area;
- the scholarships must be implemented so that more people from the region where the event is NOT taking place can participate;
- the process for the implementation and approval of workshops should be simpler and the criteria better disclosed;

