# IGF 2018 Workshops

## A Brief Manual for Proposers

# The Basics – IGF Workshop FAQs

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

Workshops are sessions on a **specific Internet governance-related topic or question.** They should offer expertise or insight on the topic and generate discussion among participants. **The IGF also invites proposers to indicate whether their topic builds on previous discussions held at the IGF or other venues.** Thematic areas covered by workshops include Cybersecurity, Human Rights, Emerging Technologies, Economic Issues, etc. **Workshop proposers will be asked to select among themes and subthemes in the workshop form**, with 'Other' as an option should their subtheme not be represented. The programme will be structured around the major themes.

- ***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 and least developed countries,  are especially encouraged to make a submission. **It is also encouraged to list a gender, regionally and stakeholder-diverse team of organizers, 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 proposer may list themselves as one of the members of the organizing team if she/he will be playing an organizational role. The MAG will be looking at the internal diversity of the team in terms of gender, region and stakeholder group.

- ## *Is there a limit to the number of proposals I can submit?*

There is no limit on the number of proposals a proposer can submit, **however,** the MAG will want to see different people listed as part of the organizing teams if many proposals are submitted.

- ## *How can I submit? What is the deadline?*

All proposals must be submitted electronically through the **form** **provided on the IGF website**. **The deadline for submission is 27 May 2018, 23:59 UTC.**

- ## *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 very 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. Please consult these **here.**

- ## *Who will attend the workshop?*

**All sessions in the IGF programme must be open to all participants.** Anyone participating in the IGF meeting may attend any workshop.

- ## *What is the length and format of a workshop?*

The length of a workshop can be **30, 60 or 90 minutes**, depending in part on the format selected by the proposer. There are seven different formats with corresponding lengths. Please consult the **IGF 2018 Workshop Formats page** for details.

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

*Proposers of a workshop 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, especially for panel formats), to allow enough space in their session for participant engagement.

***Popular speakers** who appear in multiple selected proposals, once selection has concluded, will be asked to **limit their engagement to 3 workshops.**

*Lists of speakers are subject to **'Diversity' criteria.** As with the organizing teams, the MAG will be looking at whether they are **diverse in terms of gender, region and stakeholder group.**

*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.

*In addition to their listed speakers, through the proposal form, proposers will have the **option to request the MAG/IGF Secretariat connect them with stakeholders relevant to their workshop topic.** This includes IGF Best Practice Forums, Dynamic Coalitions and National and Regional Initiatives.

- ### *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. Roughly up to 80 proposals may be selected. The **final round of evaluation will take place during the MAG's face-to-face meeting on 11-13 July 2018 (TBC).** The four major **criteria** around which evaluation revolve are **Relevance, Content, Diversity and Format.** The selection process and criteria involved are detailed **here**.

- ### *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.

- ### *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 11-13 July 2018 (TBC), notifications will go out from the 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, as part of these notifications. **Selected workshops** are then incorporated into the IGF 2018 programme, taking into account the workshop's theme, and to the extent possible, its format. The organizers will be periodically requested by the Secretariat to update their workshop information and provide additional information on speakers, if necessary.

- ### *What can I do to maximize my chances for a successful workshop proposal?*

**'Tips for a Great IGF Workshop Proposal'** are provided on the next page.

# Tips for a Great IGF 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 flash sessions are all options this year for workshop sessions. You can also propose your own format for the session. These four formats exist in addition to the traditional panel format and roundtable format.

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 countries, including 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 Internet Governance theme and subtheme the session will address and how this will be discussed.
   - o  Why: In your proposal, give a concise description of the issue that your session is designed to explore.
   - o  How: Then 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.

**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, the 30-minute Flash Session would be a good duration and format. Panel sessions require longer times. Note that different formats have different durations. Check the formats **here**.

**6.   Plan for remote 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 remote participation, so ensure that you have considered how to accommodate remote participants and that you have nominated a remote 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 (based on **this template** ). 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.

**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 gender, regionally and stakeholder-diverse as possible.

9.  Read the **selection criteria** in full, as well as how criteria may be impacted by the **particular format** of your workshop.

10.  **Reach out if you need help.** Please contact the secretariat of the IGF at <eleonora.mazzucchi[at]un.org> if you have questions about submitting a 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 sees the proposals they will evaluate, the 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: 27 May 2018, 23:59 UTC.** Proposals will not be accepted after this date.

# A Note on Experimental 'New Session' Formats

At the 2016 & 2017 IGFs, short, [20-minute 'lightning talks'](#) were held as part of an experiment to introduce newer and more informal session types into the IGF programme. At both IGFs, approximately 24 lightning sessions were held, based on available slots during the lunch periods on each day.

The sessions themselves were selected from among workshop proposals which received high scores during MAG evaluation but were ultimately not approved for the programme, and which showed compatibility with the lightning session format.

**Once again this year, a small number of IGF workshop proposers whose proposals were not originally selected may be contacted with an opportunity to re-adapt their proposal for a shorter, experimental session (in lightning or other format).** This process will take place after the full workshop evaluation and selection has concluded, and is subject to the availability of appropriate space in which to hold the sessions.

# All Resources for Proposers

- **IGF 2018 Workshop Proposal Form**

- **IGF 2018 Workshop Review Process and Criteria**

- **Workshop Session Formats, Durations & Associated Criteria**

- **IGF 2018 Workshop Report Template**

- **Statistics on Selected IGF 2017 Proposals**

- **Statistics on All IGF 2017 Proposals Received**

- **Overview of IGF 2017 Experimental 'New Sessions' Programme**