

IGF 2024
MAG working Group on Workshop Process (WG-WSP) Meeting II
13 February 2024 | 15:00 UTC | Online

The meeting was chaired by MAG member Lito Ibarra, with support from the Secretariat. The following participated: MAG Members Saba Tiku and Melpomeni Anastasiadou; as well as Amy Crocker and Lina Al-Hathloul.

1. Objectives of this Working Group and weekly meetings

The co-chair reiterated the objectives of the WG, which are to shape the workshop proposal and evaluation forms, as well as to provide overall guidance to MAG members throughout the workshop submission and selection process.

2. IGF 2022 workshop manual and its upcoming update

The co-chair and the IGF Secretariat presented the [IGF 2022 workshop manual](#), and suggested to update and introduce the manual again alongside the IGF 2024 workshop submission process.

Noting the importance of providing FAQs and advice on good workshop proposals to prospective session submitters, the Secretariat will update the document for the WG to present it at the MAG meeting.

Actions

- ➔ **The IGF Secretariat to update the IGF 2022 Workshops Manual and share for initial review with the WG co-chairs by 16 February.**
- ➔ **The WG co-chairs to review and share the updated IGF 2022 Workshop Manual with the WG-WSP prior to the in-person OC and MAG meeting.**
- ➔ **The IGF 2024 Workshop Manual to be published together with the call for session submissions on 15 March.**

3. Presentation of the Working Group guiding document

The [Working Group work/guiding document](#), which consolidates all feedback received from the IGF 2023 for the WG's consideration, has been introduced by the co-chair.

All WG participants are encouraged to provide comments and workable suggestions directly in the document.

For advance information, the general guidance document for MAG's workshop evaluation has been introduced to all participants. This document, together with the evaluation form, will be discussed at a later stage within the WG.

Actions

- ➔ **The IGF Secretariat to share with the WG the IGF 2023 stock taking summary, and the input received during the IGF 2024 call for themes.**

4. Discussion on the Workshop Proposal form

The WG addressed the majority of comments provided to the [IGF 2024 workshop proposal form](#).

The following was discussed:

1. Currently, the IGF cannot facilitate workshop sessions in any other language than English due to capacity restrictions.
2. The reference to disability will be hyperlinked to an appropriate UN definition.
3. While it was suggested to allow the organization of fully virtual sessions, the co-chair mentioned the very low engagement at previous fully virtual events and was in favor of organizing hybrid events. This will be further discussed with the MAG at the in-person meeting in Riyadh.
4. The suggestion to have at least two speakers from a different gender was not endorsed, as the document suggests not to have more than 5 participants in the panel, including the moderator. Having at least two speakers from a different gender as an absolute minimum requirement might thus not be realistic. It was suggested to *highly encourage* at least two speakers from a different gender elsewhere in the document.
5. It was suggested to indicate in a separate item (after the regional group) the wish to have a specific slot assigned in the schedule in line with the organizer's time zones. Noting the difficulty to prepare the IGF schedule, the organizer's wish would be taken into consideration but may not be guaranteed.
6. The various session format, which can be overwhelming especially for newcomers, will be discussed at the upcoming in-person MAG meeting.
7. It was agreed to include a text field to explain why the session format is best suited for the organizer's activity.

The remaining comments in the document were not addressed due to time constraints and will be discussed between co-chairs. The co-chairs will decide if there will be a need for another WG meeting prior to the First Open Consultations and MAG meeting.

Actions

- ➔ **The WG co-chairs to address the remaining comments on the IGF 2024 workshop proposal form.**
- ➔ **The IGF 2024 workshop proposal form to be introduced to the MAG at the upcoming Open Consultations and MAG meeting.**