

INTERNET GOVERNANCE FORUM

Concept of the Remote Hubs

This document is developed in consultations with some of the national, regional, sub-regional and youth IGF initiatives (NRIs) to bring closer the concept and logistics of remote hubs at the IGF annual meeting and the particular value they have given that the IGF is hosted in a hybrid format. It builds on the IGF [Call for Remote Hubs](#)¹. The guidance presented below can be used by any stakeholders interested to organise a remote hub, regardless if they are associated with NRIs.

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What is an IGF remote hub?

Remote Hub can be defined as a local in-person meeting taking place at the same time with an ongoing IGF meeting irrespective of the time zone. Hubs gather people from all stakeholder groups interested to take active, organised participation in sessions hosted at the IGF. They are organised at local levels, for example in schools, at universities, office premises etc.



IGF 2021 Remote hub organized by Madagascar IGF

Hubs participation’s scope differs. They can be smaller for up to 5-10 people, medium size for up to 15-25 people and larger in number of participants of 30-50 or even more. Some hubs at the past IGFs had over 100 people, as those were organised in parallel with larger events or at universities where students were participating in some of the sessions as part of the capacity development process.

Hubs’s communities can together watch real-time webcasts of IGF sessions and actively intervene by asking to take the floor via audio-video computer equipment or via text through real-

¹ <https://www.intgovforum.org/en/content/igf-remote-hubs>

time chat functions. After each IGF session attended by those present in the hub, the hub coordinator may choose to organise for a speaker to coordinate discussions emanating from the thematic session which was concluded.

What is the difference between participating via hub or as an individual online participant?

At the IGF, it is possible to participate online or onsite from the IGF venue. Unlike when connecting as an individual participant, in the hub you are part of a community/network of peers in the Internet governance ecosystem. The hub organisers/moderators can facilitate discussions and exchange of views among hubs' participants and communicate those as specific views from a particular community to the session organisers.



IGF 2021 Remote hub organized by Bangladesh IGF

The hubs also help to raise awareness about Internet governance issues, as one has the opportunity not just to listen but to listen and discuss at the same time with others present at the hub's venue. They also foster networking among participants and community building. Finally, hubs can encourage follow-up activities.

The IGF session moderators are asked to **give priority to the interventions coming from the remote hubs when opening the floor for discussion.**

What are the requirements for an NRI to hold a remote hub and is support available?

The IGF 2023 meeting will be hosted by the Government of Japan in Kyoto from 8 to 12 October 2023. The remote hubs could be a way to remedy a lack of face-to-face contact for those participating fully online. The NRIs are already a well-established and organised network of different stakeholders dealing with Internet governance. If an NRI or any stakeholder from a particular NRI wants to organise a remote hub, they can approach the IGF Secretariat to register their hub to be listed at the IGF website. *Please do approach the Secretariat with your expression of interest as soon as possible for further planning, no later than end of April 2023.*

Some remote hubs can receive in-kind and financial support, should they be established in developing countries or transitional economies and if hubs participation can gather around thirty (30) stakeholders throughout the annual IGF meeting. The financial support can be up to 2,000 USD for costs of equipment, venue, meals and coordination.

What are the overall benefits for the hubs from participating in the IGF?

The IGF Secretariat will ensure that enough visibility is given to the remote hubs and their organisers via social media, mailing lists, its website as well as direct communication with the session organisers the hubs will take part in. This long-term could help the visibility of the involved stakeholders and the NRIs.

Some NRIs suggested that, through the remote hubs, they plan to implement capacity-develop activities for their communities. For example, participation in sessions could be accompanied with a short briefing from local experts for university students or any other stakeholders interested in Internet governance.

*This year, your remote hub will allow you to **capture the “Spirit of IGF”**.*

- *You may want to associate national supporters and partners who can brand the event.*
- *You may opt to invite speakers and IGF resource persons to help lead out in follow-up discussions.*
- *You may elect to have IGF issues discussed from your hub’s lenses.*
- *Be sure to take photos and share with the IGF Secretariat and on social media.*

How to set up a remote hub?

The annual IGF meeting will be hosted via Zoom platform. Each hub would connect to the particular session of interest hosted via Zoom from a central computer in the hub’s venue under hub’s name. The video image of the hub would be transferred to the Zoom and physical meeting room.

There are several technical and organisation essential elements for a good remote hub. From the experience of the NRIs that have hosted remote hubs in past, these requirements are:

Requirements	
Venue <i>Ensure a meeting space</i>	<p>A room or auditorium should be large enough to accommodate the targeted number of people, respecting the local health and safety epidemiological measures. This requirement is particularly important, in case countries have requirements on physical gatherings in light of the recommended or necessary epidemiological measures.</p> <p>The room setup should include table(s) and comfortable chair(s).</p> <p>Example: A hub can be hosted in a university classroom or in a larger office space or conference room. Some hosted remote hubs in their homes.</p>
Technical equipment <i>Bandwidth</i> <i>Audio-video and computer equipment</i>	<p>Ensure a stable broadband Internet connection inside the venue.</p> <p><i>A good rule of thumb is that a minimum of 2 Mbps full duplex will be enough for strictly audio-video participation in addition to at least 256 kbps per participant. E.g. for 10 participants in the room, approximately 5 Mbps should be ensured. 30 participants would require around 10 Mbps etc. Using a wired Ethernet connection for the central computers that will be used for audio-video hub’s intervention in the session is highly recommended.</i>²</p> <p>Ensure that a room has an audio system and a larger screen or projector so that everyone can follow the video session. At least one stable microphone is necessary to ensure smooth verbal intervention in the session. The video feed will be made available when you connect to IGF Zoom platform.</p>

² ICANN Remote Participation Hub Technical Documentation <https://meetings.icann.org/en/remote-hub-host-terms>

	<p>Alternatively, hubs participants can follow the video via their laptops or mobile devices.</p> <p>Ensure the room has enough power ports for charging participant's devices.</p>
Your remote hub's IGF 2021 schedule	<p>The annual IGF meeting's agenda is extensive. Make sure that you ask your participants to mark sessions of their interest. Estimate the common interest and build <u>your hub's schedule</u> based on the IGF's overall schedule. Be mindful of the convenient work hours for your hub.</p> <p><u>Announce your schedule</u> to the IGF Secretariat to inform the session organisers that you will take active organised participation and to ensure you have a priority when intervening.</p> <p>If the hub's demand will surpass the availability of seats, it is recommended to make a timetable for participants: who is participating when. <i>For example, some universities have scheduled hubs for several hours each day for different groups of students following their interests.</i></p> <p>Example: <i>My hub will follow the IGF sessions on cybersecurity and AI; high level track sessions and opening/closing sessions in the most convenient hours for our participants which are between 09:00 and 14:00 PM UTC.</i></p>
Refreshment	<p>The meeting hours can be long and it is recommended that refreshment and meals are made available.</p>
Outreach and promotion	<p>The remote hubs should be open to everyone to join, depending on the number of available seats. As said, there is also an option to accommodate a larger number of interested participants by organizing participants in groups for different sessions.</p> <p>Social media is a good way to reach out to your communities and ensure they know there is a possibility to join the hub; but also to make your good organised work visible to the global ecosystem.</p> <p>Tip: <i>Use the #IGF2023 hashtag and @intgovforum handle to promote your hub's activity.</i></p>

Sources:

- Call for IGF Remote Hubs: <https://www.intgovforum.org/en/content/igf-remote-hubs>
- ICANN Remote Hubs: <https://meetings.icann.org/en/remote-hub-host-terms>
- Example of IGF Remote Hub: <https://www.isocindiachennai.org/?p=149>