



2022

IGF 2022 Workshops Manual

FAQs and tips for a good workshop proposal

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I. The Basics – IGF Workshop FAQs

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

Workshops are sessions in the IGF annual meeting on a **specific Internet governance-related topic or question**. Every year MAG members, based on community input, identify a set of specific Internet governance-related topics for the annual programme. Internet governance is defined as *“the development and application by Governments, the private sector and civil society, in their respective roles, of shared principles, norms, rules, decision making procedures, and programmes that shape the evolution and use of the Internet.”* Workshops should offer expertise or insight on the topics identified by the MAG, respond to relevant policy questions, and generate discussion among participants.

What are the IGF themes in 2022?

The MAG has decided on [five themes](#) on which workshop proposals are being sought. In their focus and wording, they are intended to align with the focus areas of the Global Digital Compact envisioned in the UN Secretary-General’s Our Common Agenda report. The themes are as follows:

- **Connecting All People and Safeguarding Human Rights**
- **Avoiding Internet Fragmentation**
- **Governing Data and Protecting Privacy**
- **Enabling Safety, Security and Accountability**
- **Addressing Advanced Technologies, including AI**

Proposals should focus on one of these five themes, and the [short narratives](#) developed on each area should be used as guidance.

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](#), are especially encouraged to submit.
- **It is also strongly encouraged to list a team that is diverse in terms of viewpoints, gender, region, stakeholder group, age (e.g. youth), and physical ability (e.g. persons with disabilities), 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 proposers may list themselves as one of the members of the organizing team if they will be playing an organizational role and should **also list Moderators and Rapporteurs as part of the team.**
- The MAG will be looking at the [diversity of the team](#) in terms of: views, gender, regional group, stakeholder group, inclusion of youth and persons with disabilities.

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

Workshop proposers can include any speaker, and **must list a [minimum of 3](#)**. They are also advised **not to make their speakers lists too long** (5 total speakers is recommended), to allow enough space in their session for participant engagement.

- Lists of speakers are subject to the [‘Diversity’ criteria](#). As with the organizing teams, the MAG will be looking at whether they are **diverse in terms of views, gender, region, stakeholder group, age (e.g. youth) and physical ability (e.g. persons with disabilities)**.
- 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.

What are the potential lengths and formats of a workshop?

- The length of a workshop can be **30, 60 or 90 minutes**.
- Possible formats include:
 - **Birds of a Feather**
 - **Breakout Group Discussions**
 - **Debate**
 - **Panel**
 - **Roundtable and**
 - **Tutorial**

Proposers also have the option to select **‘Other’** and describe the format they have designed.

How is each format defined?

- **Break-out group discussions** involve several separate, smaller conversations that take place during the same time. The discussion topic is introduced at the beginning of the session to all participants in the room, usually by a moderator or subject matter expert. The participants then break out into small groups and discuss this topic or aspects of this topic. Moderators can be “assigned” to each group to clarify specific issues or to keep the conversation flowing. At the end of the session, the groups come back together and summarize their discussions for everyone, or moderators share results and conclude with suggestions for possible next steps.

- **Birds of a Feather** is suggested for when a group of attendees come together based on a shared interest on an Internet policy issue, and carry out discussions without any pre planned agenda.
- **Debate** is a productive way to weigh opposing views on an issue and to assess the logical arguments supporting each view. Two sides to an issue are presented – one side argues in favour of a proposition, and one side argues against. Each side can be represented by one person, or alternatively, a team. The highest quality debates usually result from comparing two extreme positions.
- **Panel format** is suggested for sessions where a diversity of experts explore an emerging Internet policy issue. In the panel format, several speakers or subject matter experts provide opening remarks on a question and then address questions from the moderator. Small panels (a maximum of 5 speakers) are preferred to increase audience participation.
- **Roundtable discussion** puts speakers in conversation with one another on a particular theme or issue. A moderator will introduce subject matter experts (if any) at the table and explain the discussion topic before engaging all discussants in the room in a roundtable conversation. Everyone ‘at the table’ is given equal weight and equal opportunity to intervene. Workshop proposals for the roundtable format should identify the subject matter experts and describe how walk-in participants will be encouraged to participate in the discussion.
- **Tutorial** is a learning session in which the organizers have expert knowledge of a specific topic. It should give participants practical information for how to apply what they have learned beyond the workshop.

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

Yes! Each submitter is limited to **three (3) proposals**.

Can I submit in any language?

The working language of the IGF Secretariat and MAG is **English**. Unfortunately, at this time, submissions in other languages cannot be accepted.

How can I submit? When is the deadline?

- All proposals must be submitted electronically through the [form](#) provided on the IGF website.
- The deadline for submission is **3 June 2022, 23:59 UTC**.

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. The final round of evaluation will take place during the 2nd Open Consultations and MAG Meeting on 6-8 July 2022.

- There are [five major criteria](#) around which evaluation revolve:
1) Proposed topic; 2) Workshop content; 3) Policy questions; 4) Hybrid organization strategy; 5) Diversity.
- A more detailed overview of the selection process and criteria applied is available [here](#).

When will I know if my proposal is selected or not? What happens next?

Approximately one week following the second Open Consultations and MAG meeting to be hosted on 6-8 July 2022, notifications will go out from the IGF 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.

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.

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 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 which strongly favour applicants from [developing countries](#). Please consult the criteria [here](#).

Who will attend the workshop?

- All sessions in the programme are open to all participants of the IGF meeting.
- Anyone at the IGF may attend the workshop.
- Organizers are encouraged to promote their own workshops to increase participation.

II. Tips for a Good Workshop Proposal

1. **Use a format that enables diversity and participant engagement.** The MAG will be looking for proposals that enable diversity and encourage participation, including through a new and innovative format. Break-out group discussions, debates, birds of a feather, and tutorials are all options this year for workshop sessions.
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 and least developed countries:** Proposals from developing and least developed countries are strongly encouraged as greater participation from the global South is an overall IGF goal. Look out for information on the availability of, and how to apply for, travel support.
4. **Be clear about why the session should happen and how it will happen.** It is important to be clear on the topic and how it will be addressed under the IGF 2022 issue themes.
 - **Why:** In your proposal, give a concise description of the issue that your session is designed to explore.
 - **How:** 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, a 30-minute session would be a good duration.
6. **Plan for a hybrid session.** The IGF is a global discussion and, as in 2021, will be held in a hybrid format. Those who are physically present at the meeting, as well as those who are not, need to be able to participate meaningfully and interact fluently with one another. The MAG will review the proposer’s plan for hybrid participation under the section, ‘Ensuring Implementation of a Hybrid Session’; it is important that you have considered how to accommodate and engage hybrid participants, and have nominated Onsite and Online Moderators in your proposal. You may also wish 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 a) summarise key points at the end of the session, giving the audience the opportunity to react to this verbal summary, and b) produce a summary report of the session. 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 diverse as possible.
9. **Read the selection criteria in full.**
10. **Reach out if you need help.** Contact the IGF Secretariat at igf@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 it will evaluate, the IGF 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: 3 June 2022, 23:59 UTC.** Proposals will not be accepted after this date.

III. Timeline

Action Item	Time Framework
Call for Workshop Proposals	15 April-3 June 2022
Initial Screening and MAG Evaluation	6 June-24 June 2022 (approximately 3 weeks)
Final Selection and Suggestions for Mergers	6-8 July 2022
Announcement on the IGF Website	Mid-July

IV. All Resources for Proposers

- [IGF 2022 Workshop Submission & Review Process](#)
- [IGF 2022 Themes](#)
- [Workshop Proposal Submission Form](#)
- [List of Volunteer Resource Persons](#)
**information appears as submitted by volunteers*

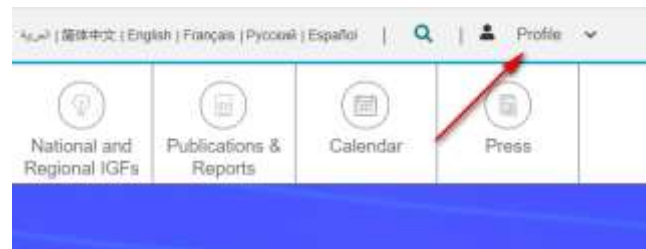
V. How to Access the Workshop Submission Form

Step 1

Access the IGF website via
<https://www.intgovforum.org/en>

Step 2

Log into the IGF website with your credentials by clicking on “Profile”.



Step 3

Access the workshop proposal form via
<https://www.intgovforum.org/en/form/igf-2022-workshop-proposal-form>

Step 4

Complete all mandatory fields in the form, following integrated guidance.

Step 5

Make sure you occasionally save inputs by clicking on “Save Draft”. This will allow you to log out and log into your form and pick up where you left off.

Step 6

After a final review, click “Submit”.
This action cannot be undone!

12. Additional Aspects

- I plan to conduct my session online only. (Please note the requirements for online sessions.)
- The IGF Secretariat publishes all eligible proposals received. I consent to this.
- If my workshop proposal is conditionally accepted, requiring further recommendations outlined by the IGF Secretariat. *

* **Save Draft** below is to save and edit your proposal. When clicking on **Submit**, you will not be able to edit your proposal.

* **Submit** is for submitting your complete and final proposal for evaluation. The deadline is **3 Jun 2022 23:59 UTC**.



VI. Contact Support

If you have questions about your workshop proposal or need support, you can contact the IGF Secretariat at igf@un.org