# 2024

## IGF 2024 Workshops Manual

*FAQs and tips for a good workshop proposal*

# Find in this manual:

# 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 2024 overarching theme and sub-themes?

With the overarching theme "**Building our multistakeholder digital future**", the MAG has decided on four themes on which workshop proposals are being sought. The themes are as follows:

> ➢ **Harnessing innovation and balancing risks in the digital space**

The Internet and digital technologies are an intrinsic part of every country's development, spurring innovation in many areas such as healthcare, distance learning, and socio-economic growth. However, this centrality of the digital space also creates global vulnerabilities that call for collective action, as individual actions alone cannot effectively address them. This theme aims to foster dialogue and knowledge exchange on success stories and best practices in reaping the benefits of digital innovation for all, as well as efforts of all stakeholders to tackle the risks arising from this rapid transformation.

> ➢ **Enhancing the digital contribution to peace, development, and sustainability**

Some of the biggest challenges facing the world are the need of improving sustainability and working together for peace, and at the same time working for social and economic development in our countries and regions. Harnessing the transformative potential of digital technologies and the Internet can be an important ally to achieve global progress that promotes peace, drives sustainable development and addresses pressing environmental challenges. This theme will explore the multifaceted ways in which digitalisation can drive socioeconomic change and development for present and future generations.

> ➢ **Advancing human rights and inclusion in the digital age**

The digital environment is an increasingly important facet of daily life all around the world. Therefore, discussions about how to empower all people and drive genuine inclusion of all communities in shaping its development is vital. This includes efforts to connect and empower all populations, in particular marginalised communities and vulnerable groups to reap the benefits that the Internet has to offer, and ensure that the same rights they enjoy offline also apply online.  This theme will delve into the innovative solutions, frameworks and initiatives that foster universal meaningful connectivity and ensure the protection of human rights in the digital realm.

> ➢ **Improving digital governance for the Internet We Want**

The very nature of the global Internet requires effective models of multistakeholder governance to be at its core, garnering continued efforts by all stakeholders to address digital issues and the promotion of

greater cooperation. This theme is about identifying ways to strengthen and support the open, transparent, inclusive and bottom-up governance process related to the use and evolution of the Internet, working towards the vision of achieving the Internet We Want.

Proposals should focus on one of these four 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 encouraged to submit workshop proposals, which include innovative approaches and best practices showcasing concrete impacts and results.

- 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, including the moderator, for a 90-minutes session and 4 total speakers, including the moderator, for a 60-minutes session, or less, 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.

- We value a diverse list of speakers participating at the IGF to ensure unique session panels. Session organizers can contribute to the diversity of IGF speakers and discussions by identifying new panelists or by asking suggested speakers whether they are already part of other IGF session panels.

### What are the potential lengths and formats of a workshop?

- The length of a workshop can be **30, 60 or 90 minutes**.

- Possible room layouts include:

  - **Roundtable:** This seating arrangement features a group of tables in a round shape with attendees facing each other. It is best suited for sessions that facilitate relationship-building, such as collaborative meetings.
  - **Classroom:** This seating arrangement is made out of parallel rows of chairs and tables to focus attention to the front of the room and naturally primes attendees for learning and note-taking. The classroom style is best suited for group training, and more.
  - **Theater:** This seating arrangement involves built-in seats or rows of chairs that face a single point of focus (a stage or a podium). The theater style applies well for large groups, lectures or speaker series, and ceremonies.

### 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 **30 April 2024, 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 26-28 June 2024.

- 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 two weeks following the second Open Consultations and MAG meeting to be hosted on 26 to 28 June 2024, notifications will go out from the IGF Secretariat to all proposers (those selected 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. Specific promotion for a particular session may be made, at the organizers´cost.

### 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. Since this is a hybrid event, the plans to promote engagement in the sessions should take into consideration both online and onsite audiences.

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 2024 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 discussion 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 the past years, 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. **All speakers need to be confirmed in your workshop proposal** *(you should have listed 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, however, listing at least three confirmed 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](mailto: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: 30 April 2024, 23:59 UTC**. <u>Proposals will not be accepted after this date.</u>

## III. Timeline

| Action Item | Time Framework |
|---|---|
| Call for Workshop Proposals | 19 March – 30 April 2024 |
| Initial Screening and MAG Evaluation | 1 May – 23 June 2024 |
| Final Selection and Suggestions for Mergers | 26 – 28 June 2024 |
| Announcement on the IGF Website | Mid-July |

## IV. All Resources for Proposers

➢ **IGF 2024 Workshop Submission & Review Process**

➢ **IGF 2024 Themes**

➢ **Workshop Proposal Submission Form**

➢ **List of Volunteer Resource Persons**
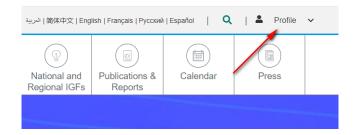   *information appears as submitted by volunteers*

## 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://intgovforum.org/en/content/igf-2024-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 Questions

☐ The IGF Secretariat publishes all eligible proposa

☐ If my workshop proposal is conditionally accepte
the recommendations outlined by the IGF Secretari

★ 'Save Draft' below is to save and edit your propos

★ 'Submit' is for submitting your complete and final
deadline 29 April 2024 23:59 UTC

[Save Draft]   [Submit]

# VI. Contact Support

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