



2025

IGF 2025 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 2025 overarching theme and sub-themes?

With the overarching theme **“Building Digital Governance Together”**, the MAG has decided on [four themes](#) on which workshop proposals are being sought.

Building Digital Governance Together

The impact of the Internet has never been more significant. Yet, it is in a constant state of evolution, driven by new users, new technologies, new businesses, and new rules and regulations. 20 years after the World Summit on the Information Society ([WSIS](#)) endorsed a multistakeholder approach to Internet governance, it remains essential that all stakeholders work together to build an open, resilient, secure, and sustainable Internet, serving the interests and respecting the rights of all humanity. [IGF 2025](#) is an essential opportunity for us to build our digital governance together.

➤ **[Building] Digital Trust and Resilience**

*[GDC 3, 4, 5](#) - [WSIS C5, C9, C10](#) - [SDGs 9, 16, 12, 17](#); *Cybersecurity and Trust, Data Governance, Artificial intelligence, Media and Content, Rights and Freedoms [Capacity Building]**

A resilient, interoperable, and trustworthy Internet is critical to ensuring that communication infrastructure, services, and data exchange remain stable and secure in the face of growing cyberthreats and disruptions to digital infrastructures. Misinformation, disinformation, malinformation, hacked data, hate speech, misuse of private information, biased AI responses, and other confusing and imprecise elements of information are commonplace challenges to the Internet we use and enjoy.

Proposals addressing these aspects of the Internet we want, including the development of relevant skills, tools, and other capacity, are welcome under this sub-theme.

Topics under the sub-theme of *[Building] Digital Trust and Resilience* may include (but are not limited to):

- Managing cybersecurity threats
- Fighting cybercrime
- Infrastructure resilience
- Ethical foresight and regulatory diligence in the development and deployment of digital technologies
- Prevention and detection of biased AI-generated information
- Information integrity

- Child safety online
- Protection of Internet critical infrastructure in crisis situations

➤ **[Building] Sustainable and Responsible Innovation**

[GDC 1, 2, 4, 5](#) - [WSIS C1, C6, C7, C10, C11](#) - [SDG 7, 8, 9, 13, 14, 15, 16, 17](#); Environmental Sustainability and Climate Change, Economic Issues and Development, Emerging Technologies and Innovation, Artificial intelligence, Technical and Operational Topics

Advances in artificial intelligence, quantum computing, blockchain, the Internet of Things, and other areas have the potential to improve efficiency, decentralization, and accessibility, driving economic growth, digital inclusion and societal development. However, their development and adoption entails risks including negative environmental outcomes and widespread socio-economic impacts. As the role of these technologies in society grows, ethical oversight and inclusive governance are increasingly important, and a balance must be achieved between innovation, responsibility, and sustainability in digital platforms and emerging technologies.

Proposals under this sub-theme may explore how to foster innovation and advance technological progress that aligns with ethical, sustainable, and inclusive principles, while addressing the risks associated with such progress head on.

Topics under the sub-theme of *[Building] Sustainable and Responsible Innovation* may include (but are not limited to):

- Data governance: ensuring transparency, protection, and responsible use of personal and organizational data
- Privacy and accountability: mitigating the risks related to surveillance, algorithmic bias, and decision-making autonomy
- Sustainability: addressing the environmental impact of energy-intensive technologies and the use of technology to promote sustainability
- Economic and social impact and risks of inequalities: preventing the growth of digital divides and ensuring the fair distribution of technological benefits
- Geopolitical influence: interrogating the roles and influence of technology companies, governments, and other actors in shaping effective policies and regulations
- Ethical considerations in the development and deployment of emerging technologies
- Public discourse and democracy: safeguarding the integrity of digital platforms, preventing the spread of misinformation, manipulation, and undue influence on democratic processes

➤ **[Building] Universal Access and Digital Rights**

[GDC 1, 2, 3, 4](#) - [WSIS C2, C3, C4, C7, C8, C10](#) - [SDG 1, 2, 3, 4, 5, 8, 10, 11, 16](#); Rights and Freedoms, Universal Access and Meaningful Connectivity, Economic Issues and Development

Gaps and inequality in meaningful digital access pose profound challenges for communities across the world. Such digital divides cannot be addressed without recognising the essential link between universal access and human rights: an inclusive, open, sustainable, fair, safe, and secure digital future can only be realised when human rights are respected both offline and online.

Proposals under this sub-theme may work towards addressing persistent barriers to universal access, as well as the challenges that digitalization and digital inequality can pose for human rights.

Topics under the sub-theme of *[Building] Universal Access and Digital Rights* may include (but are not limited to):

- Local connectivity and community-based networks and solutions for affordable universal access
- Financing mechanisms for addressing the access gap and digital inequalities
- Digital Public Infrastructure
- Digital inequalities related to age, gender, disability, geographic location, language, or economic situation
- Access as a right
- Responding to practices that threaten or undermine human rights
- Use of existing norms, principles and frameworks in ensuring respect for digital rights
- Expanding available and affordable access to Internet
- Promoting a multilingual Internet
- Building digital literacy, economic capacity, and awareness of sustainability issues related to digitalization
- Exploring Internet fragmentation from technical, policy, legal, and regulatory/governance perspectives

➤ **[Building] Digital Cooperation**

[GDC 3, 4, 5](#) - [WSIS C1, C2, C3, C4, C6, C10, C11](#) - [SDG 9, 10, 11, 16](#); *Digital Cooperation, Emerging technologies and Innovation, Artificial intelligence, Sustainable Multistakeholder Governance*

2025 is a pivotal year in the ongoing, multistakeholder effort to refine and evolve the governance and coordination of our digital world. The Internet Governance Forum (IGF) serves as a key platform in this effort, interfacing with a wide range of stakeholders and processes, including the WSIS+20 review, the recently agreed Global Digital Compact and ongoing global dialogues on AI governance, to address a large and growing array of challenges.

Proposals under this sub-theme will advance discussion on how to develop Digital Cooperation, how relevant governance processes and structures can support each other, and how the IGF, its intersessional work, and the affiliated network of multistakeholder Internet governance initiatives can best serve the needs of the global community.

Topics under the sub-theme of *[Building] Digital Cooperation* may include (but are not limited to):

- Integrating principles of good Internet and digital governance to strengthen the multistakeholder approach and foster inclusive digital governance.
- Promoting balanced and diverse participation from governments, international organisations, the private sector, civil society, academia, and the technical community, with a particular focus on underrepresented groups such as youth, persons with disabilities, Indigenous communities, the elderly, and people from the Global South.
- Strengthening policy impact and follow-up, including how to enhance the IGF's impact through links with key global frameworks, WSIS, the Global Digital Compact, and 2030 Agenda for Sustainable Development.

- Enhancing the capacity and legitimacy of national, regional, and youth Internet governance initiatives (NRIs) to bring grassroots and regional perspectives into global governance discussions, ensuring that global digital policies are informed by local realities and needs.
- Promoting capacity building and knowledge sharing to better shape the future of the digital ecosystem and ensure more efficiency.
- Building sustainable resourcing for digital cooperation activities, including adequate, predictable funding, community development and support, and the development of new approaches.

Proposals should focus on one of these four sub-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 **12 March 2025, 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 14-16 April 2025.
- There are [five major criteria](#) around which evaluation revolve:
 - 1) Proposed topic;**
 - 2) Workshop content;**
 - 3) Policy questions;**
 - 4) Hybrid organization strategy;**
 - 5) Diversity.**

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 14 to 16 April 2025, 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 2025 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 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: 12 March 2025, 23:59 UTC. Proposals will not be accepted after this date.**

III. Timeline

Action Item	Time Framework
Call for Workshop Proposals	12 February – 12 March 2025
Initial Screening and MAG Evaluation	13 March – 13 April 2024
Final Selection and Suggestions for Mergers	14 – 16 April 2025
Announcement on the IGF Website	Mid-July

IV. All Resources for Proposers

- [IGF 2025 Workshop Submission & Review Process](#)
- [IGF 2025 Themes](#)
- [Workshop Proposal Submission Form](#)
- [List of Volunteer Resource Persons](#)
*information appears as submitted by volunteers

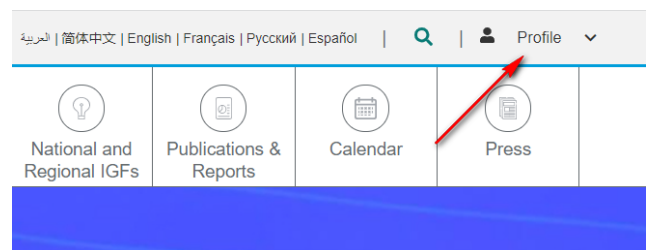
V. How to Access the Workshop Submission Form

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-2025-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!

VI. Contact Support

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

12. Additional Questions

- The IGF Secretariat publishes all eligible proposals.
- If my workshop proposal is conditionally accepted, the recommendations outlined by the IGF Secretariat apply.

* **‘Save Draft’** below is to save and edit your proposal.

* **‘Submit’** is for submitting your complete and final proposal. **Deadline: 28 April 2024 23:59 UTC**

