15ᵗʰ Annual Internet Governance Forum

Phase I: 2-6 November 2020 ::::   Phase II: 9-17 November 2020

- Hosted by the United Nations -

Information and Guidance for the IGF 2020 Session Organisers

Contents

1   Programme

1.1   Meeting structure

The IGF 2020 annual meeting will be hosted over two phases:

Phase I: 2 – 6 November	Phase II: 9 – 17 November
(5 workdays)	(7 workdays)
- Pre-events - Open forums - Dynamic coalition sessions (DC) - National, regional and youth IGFs sessions (NRIs) - Youth IGF Summit - IGF 2020 introductory and orientation sessions	- Opening and closing sessions - Main sessions - High-level leaders track sessions - Workshops - Parliamentarian's roundtable - Best Practice Forums (BPFs)

The programme has been developed around **four thematic tracks**:

1. Data
2. Environment
3. Inclusion
4. Trust

More information on the thematic tracks is available at:

https://www.intgovforum.org/multilingual/content/igf-2020-thematic-tracks

The overarching theme is: **Internet for human resilience and solidarity.**

The meeting's motto is: **Virtually Together.**

1.2   Schedule

The IGF 2020 schedule is available on the IGF website in three different formats:

- Navigable XLS and PDF file
  https://www.intgovforum.org/multilingual/content/igf-2020-schedule-0

- Interactive schedule, accessible upon registering for the IGF 2020
  https://igf2020.intgovforum.org

All sessions are scheduled in the **Coordinated Universal Time (UTC) time zone**. The interactive schedule will include a time converter feature for viewing the UTC session time in participant's local time.

2   Session hosting

2.1   Zoom platform

All sessions will be hosted over the IGF 2020 Zoom platform. When accessing the interactive schedule, participants can add sessions to their personal schedule. From this personal schedule, the Zoom link for selected sessions will be available.

The IGF Secretariat published guidelines on how to use Zoom, which is available from the Interactive Schedule (don't forget you must be registered for IGF 2020 to be able to see this schedule):

> https://igf2020.intgovforum.org

The Secretariat will also provide training for session organisers and speakers as well as for interested participants during mid-October 2020 (see section 2.2 below).

Most sessions will be hosted in a form of 'webinars', which:

- Enable a higher number of participants to join the Zoom room
- Provide better security
- Provide the ability to stream discussion separately into Chat and Q&A, which makes it easier to identify when participants want to engage formally with the session speakers, or just have informal conversations amongst themselves:

    o **Chat**: Used for general interactive chat and comments between participants. Chat is ideal for saying hello to people, encouraging participants to ask questions, and pasting in links to material that comes up during discussions amongst the speakers.
    o **Q&A**: A dedicated space for interactive Q&A and requests for interventions (visible to everyone). By encouraging participants to use Q&A for their questions, it makes it easier for the online moderator to identify all questions asked and bring them to the attention of the speakers. From an accessibility perspective, this also makes it easier for persons with disabilities to keep track of the more formal Q&A discussions. (Screen readers and large fonts can help persons with disabilities read what's in both the chat and Q&A modules, but when the chat becomes very active with general chit chat, it becomes harder for persons with disabilities to identify the substantive elements of discussion hidden amongst the chit chat.)

'Webinar' mode does not display the full list of participants to each other (but it is available to those given higher permissions, such as the session organisers). Instead, the list of participants interested in attending each session is displayed on the session page within the interactive schedule. Participants can select an option to allow other participants to contact them.

In 'webinar' mode, session organisers can request[1] that particular participants (such as session organisers, moderators, rapporteurs and other support personnel) be assigned the role of 'panellist', which enables them to share content, as well as to manage Q&A section and moderate the discussion by allowing speakers to take the floor. Training will be held on this, as explained below.

---

[1] By emailing IGF Secretariat

The **accessibility** is critical for inclusion of all participants. Please consult the IGF website on meaningful participation of participants with **vision, hearing or mobility impairment**:

https://www.intgovforum.org/multilingual/content/accessibility-options-for-online-participation

2.2   Technical and logistical support

All IGF 2020 session organisers, moderators, rapporteurs and speakers will have access to a short **manual** on the logistics of the Zoom platform (accessible from the interactive schedule).

Training sessions available in October

The IGF Secretariat will host a training session in two different timeslots on how to organise, run, moderate and participate in sessions via the Zoom platform:

- **12 October 2020, 08:00 UTC**
- **14 October 2020, 14:00 UTC**

Relevant information for the trainings will be communicated via email invitation.

During your session itself, the IGF Secretariat will assign **two volunteers** to support you in hosting the session. These support volunteers will:

1. Start the session of the Zoom platform **20 minutes before** the session's scheduled time
2. Ensure that the recording, livestream and captioning are in progress
3. Introduce the applicable code of conducts to the participants and brief them on how to take the floor and use the chat and Q&A functions
4. Enable the use of polls or breakout rooms ONLY IF these were requested[2] by the session organisers **at least 3 weeks before** the session takes place. Note that breakout rooms cannot be recorded, streamed or captioned
5. Support session organisers by muting or unmuting participants upon the moderator's approval
6. Exclude rogue participants who do not abide by the Guidelines for Participation, the UN-IGF Code of Conduct and the Information on Safety.
7. Support session organisers in managing the chat and Q&A functions
8. At the end of the session, invite participants to complete the online feedback form

2.3   Session moderators and speakers

IGF 2020 session organisers are responsible for organising their sessions. The session organisers are also required to assign two or more moderator(s) to manage the discussion, including the exchanges that occur over the chat and Q&A functions.

---

[2] By emailing IGF Secretariat

> **Helpful Hint**
>
> Nominate a dedicated person to monitor the chat and to summarise relevant comments or questions so that the moderator can make sure they are addressed.

Session moderators and speakers, as well as the entire organising team for the session, will be able to share content via Zoom with other participants, such as presentation files, pdf files and images.

The IGF Secretariat urges session organisers to make sure there is enough time for discussion with participants verbally and over the Q&A function.

The session organisers can display the session's info-visual background ([template](#)).

All session speakers should be confirmed by 23 September.

The unexpected can happen, so if you do have to update speakers after that, you can continue to update your session description on the IGF website after 23 September. But it helps participants plan if they can have the information as early as possible. Organisers and speakers receive a specific link (different than for participants!) to join their sessions. This link will be sent **shortly before the day of the session.**

2.4   Session support: reaching out to possible speakers and resource persons

If you need support in ensuring diversity when finalising your list of speakers, or in engaging speakers of particular profiles or from a particular gender or region, please contact the IGF Secretariat. There is also the public list of IGF resource persons that you can access directly:

> https://www.intgovforum.org/multilingual/resource-persons

Depending on your requirement, the Secretariat or members of the MAG can put you in contact with potential speakers of particular gender, background, from a particular region, country or discipline; as well as with the active network of contributors to the IGF's intersessional work.

This year, the IGF Secretariat will dedicated special efforts to a meaningful engagement of youth in the overall programme. We will reach out to all session organisers to consult you on connections with youth interested to take active part in your session. For example, youth could be recognised as resource persons and active contributors, depending on the format of your session.

2.5   Session video recordings and transcripts

IGF 2020 sessions will be webcast and recorded. The video recordings will be posted on the IGF's YouTube channel and the transcripts (when available) will be posted on the IGF website.

The interpretation into six official UN languages will be made available for:

- Opening and closing sessions
- Main sessions
- Parliamentarians roundtable
- Sessions of the high-level leaders track

3 Attracting participants and documenting your session's outputs

3.1 The importance of make sure your session details are up to date

Session organisers are responsible for updating the details of their sessions on the IGF website.

All sessions can be accessed by clicking the link to the relevant session type (workshop, open forum, etc) via the IGF 2020 Schedule page:

https://www.intgovforum.org/multilingual/content/igf-2020-schedule-0

If you have registered for IGF 2020, you can also access sessions via the interactive schedule at:

https://igf2020.intgovforum.org

Participants make decisions about what to attend based on the information you have provided about your session, so if you want to make sure you attract as many participants as possible, make sure your session details are up-to-date and clearly state what participants can gain from participating.

In particular, a new "About this session" field will be available to you to fill out from **16 September**. This field will be imported into the interactive schedule page for your session as a quick and easy overview of your session for potential participants of your session.

Checklist for your updated session description

- ✓ Is the list of speakers and moderators up to date?

- ✓ Have you included the session agenda?

- ✓ Have you filled out the "About this session" section (available from 16 September) in a way that is clear, concise and designed to make it easy to for participants to see how interesting and relevant your session is for them to attend?

- ✓ Have you updated the "Expected outcomes" section, so people know how they can contribute to the outcomes you are aiming for?

- ✓ Have you reviewed the "Guide to IGF 2020 issues and themes" document (to be published in October) to see if you can incorporate any of the overarching high-level policy questions developed into your session, and help shape the high-level outcomes of IGF 2020? (If you are holding a workshop, your more specific policy questions matter, too, of course!)

- ✓ Have you included any other references that might be useful for potential participants to look at before attending your session (for example, background documents)?

How to update your session details?

One person from each session's organising team has been assigned rights to edit the session description by following these steps:

1. Log into the IGF website

2. Access the session proposal in the appropriate category of sessions listed in the IGF 2020 Schedule: https://www.intgovforum.org/multilingual/content/igf-2020-schedule-0
3. Click on 'Edit', make changes, then click on 'Save' to save the changes

All session organisers are encouraged to update their session information by **23 September**. However, the session descriptions will remain open for editing until the end of the IGF 2020 meeting.

3.2 Feeding information about your session into the pre-meeting IGF 2020 Guide to Issues and Themes

This year, the IGF Secretariat will be publishing a pre-meeting "IGF 2020 Guide to Issues and Themes". In part, this is to help participants navigate the all-online environment of this year's IGF, and in part to respond to the need to find a way to develop a clearer pathway for participants to understand the higher-level policy questions and issues underlying the thematic tracks of this year's IGF. The guide is also intended to help session organisers frame their own sessions within the wider context of these higher-level policy questions and themes.

The IGF 2020 Guide to Issues and Themes is also an opportunity for participants to be made aware of your session, so don't miss the opportunity to provide information for your prospective participants via your updated session description!

3.3 Feeding information about your session into the post-meeting IGF 2020 outcomes via your session reports

Your session is an important piece of the larger IGF programme of discussions and it is important that your session's discussions are reflected in the final outcomes of the IGF. To ensure this happens, each session organiser is required to submit a session report in two phases:

1. Short post-session report **no later than 12 hours after the session ends**
2. A final report no later than 10 days after IGF 2020 ends (**27 November**)

Each session needs to have at least one rapporteur to write this report.

> **Why session reports matter**
>
> **Session reports are vital in helping communicate the outcomes of your session to stakeholders who were not in your session, but who can benefit from the discussions you have.**
>
> There will be a new field in this year's report template: "Key takeaway(s)". This new field is for you to communicate, "in a tweet" (that is, a very short sentence or two) what you want people to know about what the most important outcome or idea discussed in your session is.
>
> In addition, the information you provide in your report will help inform the production of high-level thematic messages, as well as the final outcome document of the IGF 2020, which will be used by decision makers and thought leaders to inform their policy directions and decisions.

More information about how the session reports will help inform the wider outputs of the IGF will be published as part of the IGF 2020 Guide to Issues and Themes to be published before the IGF begins. The main takeaway right for you right now, of that guide is:

Session reports contribute to and strengthen the overall policy discussions and outcomes at the IGF and help to shape Internet policy well beyond the IGF.

The IGF Secretariat will provide a report template for each session. The reporting will be done via same link used to edit your session proposal.

Please ask the person from the organising team with editing access to upload the content of the session report provided by the rapporteur.

3.4   Promote your session

Session organisers are encouraged to promote their session on social media by using the official IGF 2020 hashtags listed on the IGF website:

https://www.intgovforum.org/multilingual/content/social-media-at-15th-igf

Please use the official meeting hashtag, **#IGF2020**, for all Facebook and Twitter posts related to the meeting.

IGF's official social media accounts

@intgovforum   IntGovForum

YouTube   intgovforum

By registering for the IGF 2020, participants have opportunity through their profiles, to directly contact each other. This is a good way to share the word about your session.

In addition to keeping the session's descriptions up-to-date on the IGF 2020 website and schedule, it is useful to add information about the session to your own website, as well as websites of all other session organisers. You can link that information to the IGF 2020 meeting logo, website and schedule.

Note: the IGF logo is restricted to specific uses. If you are not sure whether you can use the IGF logo, please contact the IGF Secretariat at igf@un.org.

4   Registration

As session organiser, it is your responsibility to ensure all your session's speakers are registered. Registration is required to attend the meeting and access the interactive schedule through the IGF website:

https://www.intgovforum.org/multilingual/content/igf-2020-registration

The list of registered participants is made publicly available at the IGF website:

https://www.intgovforum.org/multilingual/igf-2020-registered-participants

Need more information?

For any questions regarding your sessions, please contact the IGF Secretariat at igf@un.org.