



IGF 2020 STEP-BY-STEP GUIDE

HOW TO REGISTER and ACCESS ZOOM LINKS FOR ONLINE SESSIONS AT IGF 2020?

STEP 1: REGISTER

- ✓ Make sure you have **created a profile at the IGF website** via <https://www.intgovforum.org/multilingual/user>
- ✓ If you have already your profile created, make sure you **log into the IGF website** via <https://www.intgovforum.org/multilingual/user/login>
- ✓ **Register for IGF 2020** via <https://www.intgovforum.org/multilingual/content/igf-2020-registration>
 - *Note: You will receive a confirmation to your email and appear in this list of participants*
<https://www.intgovforum.org/multilingual/igf-2020-registered-participants>

STEP 2: CREATE YOUR PERSONAL IGF 2020 SCHEDULE

- ✓ Log into the IGF website via <https://www.intgovforum.org/multilingual/user/login>
- ✓ Access the IGF 2020 Schedule via <https://www.intgovforum.org/multilingual/igf-2020-schedule>
- ✓ Open the session of your interest by clicking on its title
- ✓ Add the session to your personal schedule by clicking on the option in the upper right corner: **“Add this session to my Schedule”**.
- ✓ Go to your Personal Schedule by clicking on the option in the upper right corner **“Personal Schedule”**. You will be redirected to your Personal Schedule where all sessions you have marked to attend are listed.

✓ In your personal schedule, below the listed session's title/date/room information there is the hyperlink to join the session. The hyperlink can be worded as:

- **Link to be published.**
If this appears, then you need to come back a day before the session to this location when the link will be activated.

- **Register and Attend.**
If this appears, please click on this active link. It will take you to a new page that will ask you to click to receive a personal link to join the session.

- Please click on that option called: **"Yes, send me my Personal Session Join Link"**.

- A confirmation message will appear on your screen with hyperlinked words "... unique personal non-shareable session access link has been generated..."
This hyperlinked part of the text contains direction to your session's Zoom room. You can use it if your session will start in the next 30 minutes.

- A personalised link will also be generated and sent to your email. Please also check your spam folder. The email subject line is: "IGF 2020 [Session Title] Registration Confirmation". Open that email and click on: **"Click Here to Join"**.

Note: you can join the session 30 minutes before the scheduled time for a quick technical rehearsal.

*Tip: As for each session, you will receive a separate email, it is **strongly recommended** that you save your emails with links in your calendar. You can do so by clicking on offered email options.*

2. IGF 2020 Pre-Event #8 EuroDIG - Open Forum
07:40 to 11:10 UTC (3 Nov)
Room 2
Register and Attend *IMPORTANT: This link is personalized and not shareable - it will not work for others*

3. IGF 2020 NRIs Collaborative Session: Cybersecurity local policies and standards
12:20 to 13:20 UTC (4 Nov)
Room 1
TRUST
Link to be published.

A unique, personal non-shareable session access link will be generated and emailed to you

[Yes, send me my Personal Session Join Link](#)

✓ Thank you. A **unique personal non-shareable session access link** has been generated.
Please check your inbox for an email with the same personal access link.

Join from a device: [Click Here to Join](#)
Note: This link should not be shared with others; it is unique to you.
[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Please see further below notes for session personnel.

IMPORTANT NOTE FOR SESSION PERSONNEL (organisers, speakers, moderators, rapporteurs and other supporting stakeholders)

- ✓ You will not receive a separate link to join your Zoom session.
- ✓ Follow the same steps as described above to receive your personalised link.
- ✓ Your session will have two co-hosts. You will recognise them by the labels 'Host' and 'Co-Host' in the list of participants. The co-hosts will introduce himself/herself in the chat and also verbally.
- ✓ The co-hosts will open the session 30 minutes before the scheduled time. This will allow you to have a final briefing with your speakers and run a quick technical check of your equipment.
- ✓ Co-hosts will assign the 'panellists rights'¹ to all session personnel listed on the session description in the IGF 2020 schedule.
- ✓ If someone is not listed, and a listed person would want that person to have the rights, then please send a quick message in the chat to the co-hosts. Co-hosts will execute this action within a few seconds.
- ✓ Your session will also have one UN officer that will ensure the adherence by all to the [IGF Code of Conduct and applicable UN Code of Conduct](#)². The UN officer will introduce himself/herself in the chat.
- ✓ All session personnel will have the rights to share files (documents, videos). You do not need to send your files to the Secretariat.

If you face any technical issues, please email the IGF Secretariat' technical support: techsupport@intgovforum.org.

¹ Includes privileges of seeing all attendees, seeing the Q&A and chat section ect. Please consult the IGF 2020 Guide for session organisers for more information https://www.intgovforum.org/multilingual/index.php?q=filedepot_download/10603/2248

² <https://www.intgovforum.org/multilingual/content/igf-code-of-conduct>