2021

IGF 2021 Workshops Manual

FAQs and tips for a good workshop proposal

Find in this manual:

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, identifies 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 issue focus areas in 2021?

The MAG decided to have two baskets of issues: a 'main focus area' basket with only two issue areas, and an 'emerging and cross cutting issue' basket with four issue areas. This is intended to enable a more focused IGF, while at the same time keeping the IGF open for new and emerging issues and to give participants choice.

IGF 2021 Main focus areas (outcome-focused, with 60% estimated time allocation)
- Economic and social inclusion and human rights
- Universal access and meaningful connectivity

IGF 2021 Emerging and cross-cutting issues (discussion-driven, with 40% estimated time allocation)
- Emerging regulation: market structure, content, data and consumer/users rights regulation
- Environmental sustainability and climate change
- Inclusive Internet governance ecosystems and digital cooperation
- Trust, security, stability

Proposals should focus on one of these six issue areas, and the short narratives developed on each area should be used as guidance. Proposals need to be tagged with one or more key sub-topics and policy questions falling under the chosen issue area and selectable within the workshop form.

For session proposals related to the main focus areas, proponents are required to indicate which of the provided sub-topics and policy questions their proposal relate(s) to. Selecting up to two policy questions will be possible. Once the policy questions are selected, proponents will be able to go into detail and explain, for instance, if they want to focus only on one element of the selected question, or to address the question from a different angle and further refine it. Having the choice of overarching policy questions limited to a predetermined set is intended to help achieve the goal of a more focused and outcome-oriented IGF.

For session proposals related to the emerging and cross-cutting issue areas, proponents will be both able to select from the predetermined list of policy questions and add other questions if they wish to. This slightly different approach is meant to give submitters more flexibility when approaching emerging and cross-cutting issues.

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 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 she/he 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: 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 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**

- o **Debate**
- o **Panel**
- o **Roundtable and**
- o **Tutorial**

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

How is each format defined?

- o **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.

- o **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.

- o **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.

- o **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.

- o **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.

- o **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 you 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 **26 May 2021, 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 in June 2021.

- There are **six major criteria** around which evaluation revolve:
  1) Session content and description; 2) Response to policy questions 3) Relevance to IG and to focus area; 4) Diversity; 5) Approach to encouraging participation; and 6) Format.

- **A more detailed overview of the selection process and criteria applied is available here.**

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

Approximately one week following the second Open Consultations and MAG meeting to be hosted in late June 2021, 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.

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. You can also propose your own format for the session.

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. You are also encouraged to apply for sessions that make use of the virtual and hybrids session formats available.

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 2021 issue focus areas.

   ➢ **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 online participation:** The IGF is a global discussion, and those who are not physically present at the meeting also need to be able to participate. The MAG will review the proposer's plan for online participation under the 'Interaction' section, so ensure that you have considered how to accommodate online participants and that you have nominated an Online Moderator in your proposal. You could even check 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 see the proposals they 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: 26 May 2021, 23:59 UTC**. Proposals will not be accepted after this date.

Timeline and Contact Support

Action Item	Time Framework
Call for Workshop Proposals	26 April – 26 May 2021
Clearance and Evaluation	27 May (for up to 1 week)
Final Selection and Proposal for mergers	Late June during the 2nd Open Consultations & MAG meeting
Announcement on the IGF website	Mid-July

All Resources for Proposers

➢ IGF 2021 Workshop Submission & Review Process

➢ IGF 2021 Issue Areas

➢ Workshop Proposal Submission Form

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

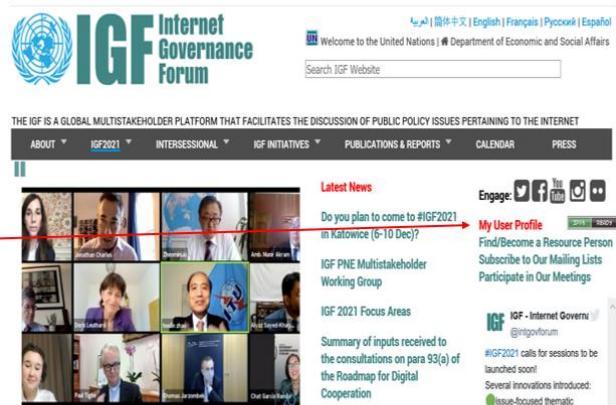### How to Access the Workshop Submission Form?

Step 1

• **Access the IGF website via:**
 www.intgovforum.org/multilingual

Step 2

• **Log in to the IGF website with your credentials by clicking on: My User Profile**

Step 3

• **Access the workshop proposal form via:**
 www.intgovforum.org/multilingual/content /igf-2021-workshop-proposal-form

Step 4

- **Complete all mandatory fields in the workshop proposal form, by carefully following integrated guidance www.intgovforum.org/multilingual**

Step 5

- **Make sure that you occasionally save your inserted inputs by clicking on Save Draft. This will allow you to log out and log in to your form and continue where you last left!**

**Step 6**

- **After a final review, click on Submit. This is the last action that can not be undone!**

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16. Additional Aspects

☐ I prefer my session to be *only* online instead of hybrid

☐ I am also willing to have this session in the preparatory phase (online) instead constraints might be lifted but services such as human live transcription be not a

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* '**Save Draft**' below is to save and edit your proposal. When clicking this button you

* '**Submit**' is for submitting your complete and final proposal for evaluation. No edit this button before submission deadline, **26 May 2021 23:59 UTC** (33 days, 8 hours,

Save Draft | Submit
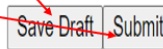
What if I need support?

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