IGF 2017 Workshops

A Brief Manual for Proposers

The Basics – IGF Workshop FAQs

- ### *What is a workshop session? What is the purpose of workshops?*

Workshops are sessions centred around a **specific Internet governance-related topic or question.** They should offer expertise or insight on the topic, and in the best cases, fulfil both a didactic purpose and generate discussion among participants. Thematic areas covered by workshops include Cybersecurity, Human Rights, Privacy, Openness, Critical Internet Resources, etc.
Workshop proposers can 'write in' their own tags/topics in addition to, or instead of, selecting from a [menu of pre-set tags](#).

- ### *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. **First-time proposers and proposers from developing countries and least developed countries are especially encouraged to make a submission.**

- ### *How can I submit? What is the deadline?*

All proposals must be submitted electronically through the **[form provided on the IGF website](#)**. **The deadline for submission is 3 May 2017.**

- ***Is there a limit to the number of proposals I can submit?***

Three workshop proposals can be submitted per individual or organization.

- ***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. **If interpretation for the workshop is requested** after it is selected, a fee would also apply.

- ***Will funding be provided?***

On a very limited basis, the IGF Secretariat can fund some participants to attend the annual meeting based on specific eligibility criteria. Please consult these **here.**

- ***What is the length and format of a workshop?***

The length of a workshop depends on the format selected by the proposer. There are seven different formats with corresponding lengths. Please consult the **IGF 2017 Workshop Formats page** for details.

- ***Who are the speakers in a workshop? How can I find speakers for my workshop?***

*Proposers of a workshop can include any speaker appropriate to their proposal. Proposers/organizers having difficulty finding speakers with the right expertise 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.

*In addition to their listed speakers, through the proposal form proposers will have the **option to request the MAG/IGF Secretariat connect them with stakeholders relevant to their workshop topic. This includes IGF intersessional groups (Best Practice Forums and Dynamic Coalitions), National and Regional IGF Initiatives, and Geneva-based experts from international organizations.

*Proposers are also encouraged to sign up for the **"IGF 2017 Speaker-Session Collaboration Space" – a forum for proposers to exchange ideas and seek out new speakers.

- ***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. Each year roughly 80-100 proposals are selected. The **final round of evaluation will take place during the MAG's face-to-face meeting on 12-14 June 2017 (TBC)**. The selection process and criteria involved are detailed **here**.

- ***What is a 'workshop merger'?***

In rare cases, **if a workshop proposal is very similar thematically and shows a great deal of synergy with another proposal,** following the evaluation, the MAG through the IGF Secretariat will **reach out to the sets of organizers and propose they merge their sessions.** This is also done to include proposals which are worthy but for which space in the programme has already run out.

The organizers are under no obligation to accept a merger, but they risk losing a spot in the programme if they decide not to.

- **When will I know if my proposal has been selected or not? What happens afterward?**

The week following the face-to-face MAG meeting on 12-14 June 2017 (TBC) will be when notifications go out to all proposers. Successful proposers are informed by email by the Secretariat. The selected workshops are then incorporated into the IGF 2017 programme, taking into account to the extent possible the room and scheduling requirements of the organizers. Organizers will be periodically requested by the Secretariat to update their workshop information and provide additional information on speakers, if necessary.

If a proposal has been identified for a merger or not selected, the proposers are also informed by email by the Secretariat. All proposers (selected, merger candidates, and non-selected) will receive written feedback on their proposals by the MAG evaluators as part of these notifications.

- **Who will attend the workshop?**

All sessions in the IGF programme must be open to all participants. Anyone participating in the IGF meeting may attend your workshop.

- **What can I do to maximize my chances for a successful workshop proposal?**

Follow the **'Tips for a Great IGF Workshop Proposal'** (next page).

Tips for a Great IGF Workshop Proposal

1. **Use a new session format.** The MAG will be looking for proposals that use new and innovative formats to encourage greater diversity and participant engagement. Break-out group discussions, debates, birds of a feather, and flash sessions are all options this year for workshop sessions. You can also propose your own format for the session. These four formats exist in addition to the traditional panel format and roundtable format.

2. **Submit a proposal even if you have never been to an IGF.** During the evaluation process, preference is given to first-time workshop proposers, in an effort to welcome new voices to the IGF discussions.

3. **Attention to proposers from developing countries, including least developed countries:** Preference is given to proposals from your areas, to encourage greater diversity at the IGF event.

4. **Be clear about why the session should happen and how it will happen.** It is important to be clear on what Internet Governance issue the session will address and how this will be discussed.
   o   Why: In your proposal, give a concise description of the Internet Governance issue that your session is designed to explore.
   o   How: Then 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, the 30-minute Flash Session would be a good duration and format. Panel sessions require longer times. Note that different formats have different durations. Check the formats **here**.

6.   Plan for remote participation: The IGF is a global discussion, and those who are not "on location" also need to be able to participate. This year the MAG will pay special attention to the proposer's plan for remote participation, so ensure that you have considered how to accommodate remote participants and that you have nominated a remote 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 this require a rapporteur to produce a summary report of the session (based on **this template**). 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. **Participants/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 is required for three. What is equally important is a description of the part each participant/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).

9. **Reach out if you need help.** Please contact the secretariat of the IGF at <emazzucchi [at]unog.ch> 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 they will evaluate, the 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: 3 May 2017.** Proposals will not be accepted after this date.

A Note on Experimental 'New Session' Formats

At IGF 2016, short, [20-minute 'lightning talks'](#) were held for the first time as part of an experiment to introduce newer and more informal session types into the IGF programme. A total of 23 lightning sessions were held, based on available slots during the lunch periods on each day.

The sessions themselves were selected from among IGF 2016 workshop proposals which received high scores during MAG evaluation but were ultimately not selected for the programme, and which showed compatibility with the lightning session format.

It is possible that once again this year, a small number of IGF workshop proposers whose proposals were not originally selected may be contacted with an opportunity to re-adapt their proposal for a shorter, experimental session (in lightning or other format). If this approach is adopted again for 2017, it will take place after the full workshop evaluation and selection process has concluded.

All Resources for Proposers

- **IGF 2017 Workshop Proposal Form**

- **Detailed Guidelines for IGF 2017 Workshop Proposers**

- **Considerations for IGF 2017 Workshop Proposers** *(same as tips in this manual)*

- **Overview of IGF 2017 Workshop Review and Evaluation Process**

- **Workshop Session Formats, Durations & Criteria**

- **IGF 2017 Workshop Tags**

- **IGF 2017 Workshop Report Template**

- **Summary Report and Statistics on Selected IGF 2016 Proposals**

- **Statistics on All IGF 2016 Proposals Received**

- **Overview of IGF 2016 Experimental 'New Sessions' Programme**