

Dear IGF Session Organizers,

The Multistakeholder Advisory Group (MAG) and Secretariat have agreed this year on some changes to the IGF's reporting mechanisms. As part of a more streamlined approach across the meeting, **ALL session organizers, regardless of session type, will be required to fill in a standard report template.** For those who are familiar with organizing IGF sessions, you will recall that submitting a report associated with your session is mandatory.

**As part of the process in 2018, organizers are being asked to submit their reports in three (3) stages, with deadlines as follows:**

- **Pre-Synthesis Report by 2 November;**
- **Short Report within 12 hours of when session is held;**
- **Long Report by 23 November.**

This message is to kindly request that you submit the first **Pre-Synthesis elements of the report by 2 November.** You will find attached and below this message the **template** to follow, with the **Pre-Synthesis questions highlighted in yellow.** Please note that the other elements of the report NOT highlighted you are not asked to answer until your session is held at the meeting, after which you will complete these as part of the Short Report by the stated deadline.

The most important Pre-Synthesis question is on the '**3 Key Messages**' of the issue under discussion. If possible for you to complete, you may **OPTIONALLY** at this stage respond to the question on the 'progress' the IGF ecosystem can make on the issue.

**How to Submit:** **The Pre-Synthesis portions of the report must be submitted online within your session descriptions/proposals** (All individual sessions accessible via the IGF Schedule: <https://igf2018.intgovforum.org>). When logging into your IGF account and clicking on your session, you will see as part of the editable content a 'Report' field at the bottom. The field is blank – please insert the Pre-Synthesis questions and your answers; these can be copy/pasted from the template. (*We recognize that some of the questions may be repetitive with the information already provided in the description; we require them nevertheless so that the reports can eventually be extracted and independent of the rest of the session information.*)

**We ask for your kind cooperation in fulfilling the first stage of the IGF reporting process by deadline.** Should you have any difficulties or questions at any point, please do not hesitate to contact the Secretariat.

Thank you for helping to make this IGF a success, and we look forward to seeing you soon!

Best regards,

IGF Secretariat