IGF 2024 Workshop Proposal Form

The Internet Governance Forum Multistakeholder Advisory Group (*IGF MAG*) is currently seeking proposals for workshop sessions at *IGF* 2024, which will be held from 15 to 19 December 2024 in Riyadh, Kingdom of Saudi Arabia, and online. If you would like to organize a session during the event, please complete the form below by 30 April 2024.

In developing and describing your session proposal, please ensure that it will engage with the [subthemes](#) of the *IGF* and current Internet governance issues in a clear and inclusive way. The *MAG* would like to highlight **two crucial factors** to consider in preparing your session proposal:

- The first is the **importance of diversity** in *IGF* sessions and discussions, including diversity of stakeholder representation and point of view (e.g.political view or orientation, different theories and paradigms), gender, age, geographic area, and [disability](#). This consideration should be reflected in the speaker selection, choice of co-organisers and in the approach to facilitating participation. Gender equality has specific importance: the *MAG* would like to see a balanced representation of women and men as speakers in all sessions at IGF 2024. To this end, the *MAG* has set as an **absolute minimum requirement that within workshop proposals at least two speakers should be of a different gender from the rest of the speakers.**

- The second is that *IGF* 2024 will be a **hybrid event** - planning for your session should reflect this, and endeavour to provide a rich, inclusive experience both for participants on-site and online. Based on past experience, the ***MAG* now requires that at least a moderator and one speaker should be onsite in Riyadh,** to ensure effective organisation, involvement and integration of onsite participants. You should also have one online moderator and one rapporteur for the session.

- Please note that the two minimum requirements above must be met in order for a proposal to be considered for evaluation.

1. Proposer (Contact Person)

Primary Contact Information for the Proposal - Please provide the following information for the primary contact for managing the workshop proposal and any communication with the *IGF* Secretariat.

Gender [____▼] [Female] [Male] [Non-Binary] [Other (Enter other description)]

Family Name [____]

Given Name [____]

Affiliation (include website) [____]

Nationality [____▼]

E-mail (will not be made public)

Phone (will not be made public)

Stakeholder Group [_____ ▼] [Government, Intergovernmental Organization, Civil Society, Technical Community, Private Sector]

Notes:

- 'Affiliation' refers to any relevant employer or associated institution.
- 'Government' means 'Representatives assigned by their respective Government'.
- 'Intergovernmental Organization' means 'Representatives of treaty-based organizations'.
- The academic and research communities are grouped under 'Civil Society' for the purpose of this form.
- Private sector refers to any business and for-profit organization.

Regional Group [_____ ▼] [African Group, Asia-Pacific Group, Eastern European Group, Latin American and Caribbean Group (GRULAC), Western European and Others Group (WEOG), Intergovernmental Organization]
To an explanation of the regional groups, please click here.

2. Subtheme of your Proposal

Please select the IGF 2024 Subtheme that your session relates to. If applicable, select any Topics that apply to your Subtheme. Lists of Topics are non-exhaustive. *

[_____ ▼] *[Harnessing innovation and balancing risks in the digital space; Enhancing the digital contribution to peace, development, and sustainability; Advancing human rights and inclusion in the digital age; Improving digital governance for the Internet We Want]*

3. Proposal Information

Title [_____]

(60 characters maximum)

Description *

Please provide a short description of your session that can be included in the *IGF* schedule, including content clearly focused on the selected subtheme, topics, and approach.

Note that it is encouraged to submit a workshop proposal, which includes innovative approaches and best practices showcasing concrete impacts and results.

[text box]

(word count, max 300 words)

What will participants gain from attending your session?

Please provide a short description of what participants and attendees of your session might take away in terms of new knowledge, insight, understanding, or tools.

(word count, max 150 words)

Policy Questions *

Please provide up to three policy questions to which your proposal responds.

Note: Policy questions should encourage dialogue, debate and discussion among different stakeholders and disciplines and be worded in an objective way to allow for different answers/views/proposals/solutions to emerge. They should provide focus as to the substance of your session and make clear what policy problem you are trying to address. In this way, they should be connected as much as possible to your Expected Outcomes below.

Sample Policy Questions:

- How are national and international laws applied in cyberspace in the context of digital sovereignty?
- How do current cross-border data flow frameworks address the legitimate needs of law enforcement to access digital evidence?
- What role can data and AI play in tackling sustainability issues such as climate change, biodiversity, conservation and water scarcity?

(word count, max 100 words)

Expected Outcomes *

Please provide the session's expected outcomes and any specific outputs (e.g. publications, or follow-up events or processes) you expect the session to produce or feed into.

(word count, max 150 words)

4. Session Format (Room layout and duration)

Session Format *

Select the most appropriate room layout and duration for the session from the following listed options:

Room Layout [▼] [Roundtable, Classroom Style, Theater Style]

Session duration: [▼] [30 min, 60 min, 90 min]

Why is the session format (room layout and duration) best suited for your activity?

[text input box]

(word count, max 150 words)

5. Ensuring Implementation of an Engaging Hybrid Session

The 2024 IGF will be a hybrid event, meaning that participants should be able to participate fully, to the extent possible, whether onsite or online. The *MAG* expects all sessions to also be hybrid, this means a mix of speakers onsite and online, it is a requirement that at least a moderator and one speaker should be onsite in Riyadh. The *IGF* Secretariat and the Host Country will provide the technical tools to support this (e.g., Zoom). It is vital that workshop organizers are aware of this, and that providing for hybrid accessibility and interactive engagement is central to all session planning.

Workshop organizers should make every effort to ensure that any session speakers or organizers who will be participating online have sufficient connectivity to participate in a hybrid session as well as video participation capabilities.

Please respond to the following questions in this field (a clear plan and approach for ensuring hybrid participation is an important criterion in the *MAG*'s evaluation of workshop proposals):

- How will you facilitate interaction between onsite and online speakers and attendees?
- How will you design the session to ensure the best possible experience for online and onsite participants?
- Please note any complementary online tools/platforms you plan to use to strengthen participation and interaction during the session. (word count, max 150 words)

[text input box]

(word count, max 150 words)

Training *

Confirm you will be available to join a capacity building and discussion session about hosting <mark>and moderating</mark> an *IGF* session delivered ahead of time by the *MAG* and Secretariat, expected in October/November 2024.

○   Yes

○   No (if "No", why not?)

6. Relation to SDGs

Please review the list of Sustainable Development Goals (SDG) at https://sustainabledevelopment.un.org/topics/sustainabledevelopmentgoals. Then select all that apply to your proposal from the corresponding list of codes below. *

[▼]

[ ]

7. Organizers Information

Organizers or co-organizers typically manage the content, speakers and planning for the workshop; they are the group of persons responsible for the workshop. If as a proposer you are part of the Organizing Team, please add yourself to the list. Moderators and Rapporteur should also be listed as part of the Organizing Team. Two or more co-organizers are required.

The *MAG* will be closely reviewing the listed organizers for diversity, primarily in terms of gender, regional group, and stakeholder group, and will take into account youth, persons with disabilities, and policy perspectives.

YOU MUST COMPLETE THE TWO STEPS BELOW FOR YOUR PROPOSAL TO BE SUBMITTED:

Step 1: Please check if your organizers are already in the IGF Community system (a new window will appear to check by email address). If the organizer is not yet in the system, please **add the profile** (a new window with form will appear - or just press CTRL+Shift+N and manually go to https://intgovforum.org/user/register in the new window appearing). Once all your organizer profiles are in the system, you can go to the next step.

Step 2: Please write in the field below the email addresses of all your organizers, separated by commas.

Important Note: The organizers whose email addresses you provide below must have had profiles created by you or already be in the system (Step 1 above).

Email addresses of organizers (comma separated) - this information will not be shared publicly [ ]

Have any of the organizers held a workshop at the *IGF* before? *

○　No

○　Yes

Have you invited communities from the host country, such as local Saudi organizations, to contribute as speakers or co-organizers in your workshop? *

Please note this will not influence the evaluation of your session, we need this information for reporting purposes.

○　No

○　Yes

Relation to the IGF Intersessional Work

Please indicate whether the session organizer is affiliated with any of the IGF intersessional work streams.

[　　　　　　▼] [Multiple choice: Dynamic Coalitions (DC), National, Regional and Youth IGF Initiatives (NRI), Policy Networks (PN), Best Practices Forum (BPF)]

Please note this will not influence the evaluation of your session, we need this information for reporting purposes.

Please explain:

[　　　　　]

8. Speakers

Please note that the *MAG* would like to see that all of your speakers have been contacted about their prospective participation in this workshop and indicated their intent to participate. Listing three (3) speakers is required for your proposal to be considered complete and eligible for evaluation (as per the 'Stage 1' minimum criteria). Listing more than 5 (five) speakers is discouraged.

As the MAG would like to ensure the quality of conversation between speakers and participants, sessions scheduled for 90 minutes should not have more than 5 speakers, including the moderator, while sessions scheduled for 60 minutes or less should not have more than 4 speakers, including the moderator.

The *MAG* expects at least one speaker and a moderator to be present onsite at the *IGF*, including at least one representative of the session organizers. Sessions with all speakers online will not satisfy the hybrid format.

We value a diverse list of speakers participating at the IGF to ensure unique session panels. Session organizers can contribute to the diversity of IGF speakers and discussions by

identifying new panelists or by asking suggested speakers whether they are already part of other IGF session panels.

The MAG will be closely reviewing the listed speakers for diversity, primarily in terms of gender, regional group, and stakeholder group, and will take into account youth, disabilities, and policy perspectives. Please note as requirement <mark>a minimum of two speakers</mark> should be of a different gender from the rest of the speakers.

YOU MUST COMPLETE THE TWO STEPS BELOW FOR YOUR PROPOSAL TO BE SUBMITTED:

Step 1: Please check if your speakers are already in the IGF Community system (a new window will appear to check by email address). If the speaker is not yet in the system, please **add their profile** (a new window with form will appear - or just press CTRL+Shift+N and manually go to https://intgovforum.org/user/register in the new window appearing), ensuring the Biography and Specialty fields are completed. Once all your speaker profiles are in the system, you can go to the next step.

Step 2: Please write in the field below the email addresses of all your speakers, separated by commas. These speakers will be considered provisionally confirmed for this workshop. The speakers will also receive an automated email informing them they have been listed in your proposal and will have the option to contact the *IGF* Secretariat if they wish to be removed from the proposal.

Important Note: The speakers whose email addresses you provide below must have had profiles created by you or already be in the system (Step 1 above).

Email addresses of provisionally confirmed speakers (comma separated)

Confirmation of Speakers

☐   I have contacted the selected speakers. They have expressed interest and intent to participate.

A minimum of one speaker and a moderator should be present onsite at the IGF, including at least one representative of the session organizers. Sessions with all speakers online will not satisfy the hybrid format.

☐   I confirm that at least two of my speakers and one moderator will be present onsite.

Names of speakers and moderator present onsite: *

9. Moderators

Proposals should include a moderator or facilitator for the speakers and participants onsite, as well as a moderator or facilitator for the speakers and participants who are online (including moderation of comments and questions that come in through the meeting

platform's chat function). A moderator who is participating in the session online must have a physically present, onsite counterpart. A moderator participating in the session onsite must have a counterpart for online engagement, who may be physically present or participating online.

The Onsite Moderator is the person who will facilitate the session and discussion for those physically present in the room. They must already be listed as one of the Organisers in section 7 above. Please specify in this field which of the Organizer email addresses corresponds to the Onsite Moderator. *

[ ]

The Online Moderator is the person who will facilitate the session and discussion, including within the chat function, for those participating online (an "Online Moderator" may themselves be simultaneously participating onsite and online, or online-only, as suits the session). They must already be listed as one of the Organizers in section 7 above. Please specify in this field which of the Organizer email addresses corresponds to the Online Moderator. *

[ ]

10. Rapporteur

The rapporteur is expected to summarize the main takeaways at the end of the session and include them in the written due report due after the session has taken place.

The Rapporteur must already be listed as one of the Organizers in section 7 above. Please specify in this field which of the Organizer email addresses corresponds to the Rapporteur. *

[ ]

11. Documentation

Please provide any background materials, framework or policy documents, and/or recent supporting documentation. This space may also be used to include any previously submitted *IGF* workshop or other session reports.

Document Link [ ]

[Please check you introduce the complete link (starting by http:// or https://)]

Document File

[One file only.
2 MB limit.
Allowed types: pdf.]

12. Additional Questions

[ ]   The IGF Secretariat publishes all eligible proposals received. I consent to having my proposal published on the IGF website. *

☐   If my workshop proposal is conditionally accepted, requiring further adjustments as a result of the evaluation process, I will update the proposal based on the recommendations outlined by the IGF Secretariat. *

* 'Save Draft' below is to save and edit your proposal. When clicking this button you are NOT submitting your proposal for evaluation.

* '**Submit'** is for submitting your complete and final proposal for evaluation. No editing can be done after submission. Please, be sure to hit 'Submit' before the deadline, **30 April 2024 23:59 UTC**

Submit   Submit