

vAIGF Guidelines

African IGF Virtual Meeting Participation

The Virtual African Internet Governance Forum (vAFIGF) will hold online in two (2) languages; English and French. Participants can join the meeting in three (2) ways:

- Zoom (www.zoom.us)
- Website (2020.afigf.africa)

The meeting also supports real-time captioning and translation (English & French).

A. To connect to Zoom;

You need to register to attend the event. Building up to the event, you will receive the below:



- An Email would be sent confirming your registration immediately you registered.
- Few days to the event another email would be sent to you with the details on how to join the call via zoom
- You can decide to join the zoom call via your browser or via the zoom app which can be downloaded here (<https://zoom.us/download>)

B. To connect via the website

- Go to the Virtual Website 2020.afigf.africa and log in to the schedule (Sched)
- Navigate to the schedule
- Click a session you wish to join (join either via the zoom button or enter your name and follow the session via the website)

Wednesday, November 25 • 7:00am - 8:30am

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#WS 1: Key issues in Data protection policy making and implementation   Speaker Tools

[Click here to add to My Sched.](#)

<https://sched.co/fsTD>

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 Open Zoom

C. To connect via Youtube

- Go to the AfIGF Youtube page and join the session.

Additional Guidelines

1. To add sessions to your schedule
2. The AfIGF Zoom Room will open 30 mins in advance before the session starts in order to allow a smooth entry for participants. Sessions will start at the exact time as indicated in the schedule. (*we recommend accessing the meeting room page before the Virtual African Internet Governance Forum (vAfIGF) starts to get familiar with the platform.*)
3. If you are joining the meeting via zoom and you are not comfortable using the Zoom installer app, you can enter the virtual meeting room from the browser at <https://zoom.us/join>.
4. Kindly use the name you used to register for the WAIGF when joining the virtual meeting
5. **State your full name:** When you join the meeting room don't forget to please log in with your full name so that participants know who you are. If you do not identify with your full name you risk to be removed from the room. Kindly understand that this is an essential security measure.
6. Once you have entered the virtual room and the session is underway, you can request the floor by clicking the 'raise hand' icon (By default, you will automatically be muted as you join the virtual meeting room. You will be unmuted by the moderator when you have been given the floor.)

7. **State your name and your organization** when taking the floor.
8. Questions and contributions can be made from the chat rooms & Q & A section on the platform. (Platforms will be closely monitored by the remote moderator.)
9. **Please do not share the meeting links:** We will be closely monitoring the virtual meeting rooms to ensure that no unauthorised person joins. We, therefore, ask you not to share meeting links, not even with your colleagues. This is an essential security measure. Thanks for your understanding.
10. **Multiple devices:** We recommend NOT to login with 2 different devices. If you are planning to dial in by phone please join earlier and let the studio host know your name.

AfIGF Code of Conduct

Those who take part in any African Internet Governance Forum (AfIGF) multi-stakeholder process (in-person meetings, virtual meetings, mailing list discussions, etc.) agree to:

- Treat all members of the AfIGF community equally, irrespective of nationality, gender, racial or ethnic origin, religion or beliefs, disability, age, or sexual orientation; all stakeholders of the IGF community should treat each other with civility, both face to face and online.
- Focus discussion or remarks on issues rather than on particular actors, whether they be individuals, groups, organizations or governments, and refrain from ad hominem attacks.
- Act in a reasonable, objective and informed manner when participating in and/or using any AfIGF discussion platform.
- Listen and respect the views of all stakeholders when considering IGF policy issues. The IGF is a multistakeholder environment and those who take part in AfIGF meetings and inter-sessional activities should acknowledge the importance of all stakeholders and seek to understand their points of view.

- Facilitate transparency and openness when participating in Internet governance-related policy discussions.
- Act fairly and in good faith with other participants in AfIGF processes.
- Promote ethical and responsible behaviour. Ethics and integrity are essential, and the AfIGF expects all stakeholders to behave in a responsible and principled way.

Failure to adhere to the above guidelines and principles may result in removal from AfIGF Secretariat-hosted activities.

Speakers Guidelines

1. There would be a speaker Lobby for speakers to communicate with Moderators or organisers, the lobby would be open throughout the event in case there be the need for parties to have out of the main room meeting.