

## **IGF 2017 Workshop Proposal Template**

[The below is a template for interested individuals and organizations to start gathering the required information for a workshop proposal. It is not for submissions, which will only be accepted electronically. The formal electronic submission form, containing fields/questions identical to this form, will be made available in **early April 2017.**]

### **I. Session Title**

### **II. Session Format**

*\*[Drop-down options: Break-out Group Discussions; Roundtable; Debate; Birds of a Feather (BoF); Flash Session; Panel & Other]*

### **III. Proposer**

Primary Proposer Contact Information (please provide the following information for the primary contact for managing the workshop proposal).

**First Name**

**Last Name**

**Gender**

**City of Residence**

**Country of Residence**

**Nationality**

**E-mail**

**Stakeholder Group**

Note: "Government" means "Representatives of Governments". "Intergovernmental Organization" means "Representatives of treaty based organizations".

*\*[Drop-down options: Civil Society; Government; Intergovernmental Organization; Private Sector; Technical Community]*

**Organization**

**Country where Organization is based**

#### **IV. Backup Contact / Co-proposer**

Secondary Proposer Contact Information (please provide the following information for the “backup” contact for managing the proposal).

**First Name**

**Last Name**

**Gender**

**E-mail**

**Stakeholder Group**

Note: "Government" means "Representatives of Governments". "Intergovernmental Organization" means "Representatives of treaty based organizations".

*\*[Drop-down options: Civil Society; Government; Intergovernmental Organization; Private Sector; Technical Community]*

**Organization**

**Country**

#### **V. Organizers**

##### **Co-organizers**

		▲
		■
		▼
◀		▶

Please provide the following information for each workshop co-organizer (co-organizers typically manage the content, speakers, planning for the session; can also be the same as Proposal Contact person(s). The MAG recommends two or more co-organizers).

*Title First Name LAST NAME, Stakeholder Group, Organizational affiliation*

Examples:

Ms. Donna NGUYEN, Technical Community, Organization Name

Mr. Leonardo SMITH, Private Sector, Company Name

#### **VI. Speakers**

Please note that the MAG would like to see that at least three of your intended speakers have been contacted about their prospective participation in this session **AND** indicated their intent to participate. **The provisional confirmation of three speakers is required for your proposal to be considered complete and eligible for evaluation** (more on this requirement

in the [‘Stage 1’ minimum criteria](#)). A provisionally confirmed speaker is defined as “a speaker who has been contacted, and expressed interest and intent to participate.”

Please provide information for speakers as follows:

**First Name**

**Last Name**

**Gender**

**City of Residence**

**Country of Residence**

**Stakeholder Group**

Note: "Government" means "Representatives of Governments". "Intergovernmental Organization" means "Representatives of treaty based organizations".

*\*[Drop-down options: Civil Society; Government; Intergovernmental Organization; Private Sector; Technical Community]*

**Regional Group**

**Primary Professional Affiliation**

**Secondary Professional Affiliation**

**Specialty/Field**

**Email**

**Speaker Bio**

☐ Please tick the box if this speaker has been contacted and has indicated his/her intent to participate.

[Speaker information will be filled out for each additional speaker].

## **VII. Content of the Session**

Please provide an outline for the session, including a description of the intended agenda for the session, and the issues that will be discussed.

### **VIII. Relevance of the Issue**

Please provide a concise description of the Internet Governance issue that your session will explore, including how this issue relates to Internet governance broadly, as well as to the main theme of IGF 2017: “Shape Your Digital Future!” In other words, please tell us why this workshop is important to include in the IGF programme .

### **IX. Tags**

Please select the keywords for this session from a [menu of tags](#) or list your own tags. At least one tag is required.

Tag 1

Tag 2

Tag 3

### **X. Interventions**

Please describe how your speakers and their views/perspectives/expertise will be included in the session.

### **XI. Diversity**

Please describe how the diversity required by the IGF will be reflected in your session. The areas of diversity requirements include gender, geography, stakeholder group, youth, persons with disabilities,

and policy perspectives. MAG evaluators will also note if speakers and/or organizers are from developing countries and/or if they are first-time IGF session speakers/organizers. (We encourage you to view the details in the [‘MAG Workshop Review & Evaluation’](#) outline).

## **XII. Onsite Moderator**

Please write the name of the Onsite Moderator.

## **XIII. Online Moderator**

Please write the name of the Online Moderator.

## **XIV. Rapporteur**

Please write the name of the Rapporteur. The purpose of the rapporteur is to observe the session and synthesize the discussion into a [standard report format](#).

## **XV. Online Participation**

An important part of workshop sessions is their strategy for online participation. Please clearly describe how you will manage online participation during the session. Please note that Twitter and other applications allow for observations to the online community, but do not constitute online participation. Unless your proposal clearly indicates that it will not offer online participation, and why not, please indicate how you will ensure equal online participation, both in concept, and in practice. For example: online attendees will have a separate queue and microphone, which will rotate equally with the mics in the room; the workshop moderator will have the WebEx session open, and will be in close communication with the workshop’s trained remote moderator, to make any adaptations necessary as they arise, etc. Please take seriously the requirement that the workshop should have its own trained remote moderator who has been part of the issue and workshop development, and is prepared to manage this responsibility.

## **XVI. Discussion Facilitation**

Describe how you plan to facilitate discussion amongst speakers, audience members, and online participants, including how your intended session format will be used to its optimum.

## **XVII. Past IGF Participation**

Have you or any of your co-organizers, organized an IGF session before?

- ☐ No
- ☐ Yes

If yes, please provide a link to the **required** session report (more on this requirement in the [‘Stage 1’ minimum criteria](#)):

Report Link

### **XVIII. Sustainable Development Goals**

If your workshop proposal is based upon one or more of the UN Sustainable Development Goals, please indicate which ones. Note that this information is voluntary and collected for programming purposes only; this item has no bearing on the MAG’s evaluation of your workshop proposal.

### **XIX. Connecting with IGF Intersessional Groups & NRIs**

If you would like to incorporate content/speakers related to the IGF’s intersessional work or the National and Regional Initiatives (NRIs), please indicate which of the following would be of interest. To the extent possible, the MAG/IGF Secretariat will provide contacts for your outreach to pertinent points of contact.

- ☐ [Best Practice Forums](#)

Please list one or more.

- ☐ [Dynamic Coalitions](#)

Please list one or more.

- ☐ [National and Regional Initiatives](#)

Please list one or more.

### **XX. Connecting with International or Other Relevant Organizations**

Please explain above if you would like to have contact facilitated with international organizations or subject matter experts who could contribute to your workshop (in particular those based in Geneva, the host city for the IGF).

**XXI. Additional Background Paper (Optional)**

Upload

Files must be less than **2 MB**.

Allowed file types: gif jpg jpeg png txt pdf.

**XXII. Additional Reference Document Link (Optional)**