

## IMPLEMENTING HYBRID IGF 2022

### Cooperation with session organizers

(draft 27Sep22)

To support the session organizers and have the session organizers support the IGF, the below outlined activities could be implemented by IGF Secretariat, MAG (through WG-Hybrid and WG-Comms&Outreach).

Subject	What?	When?	Who? <sup>1</sup>
<b>Moderators</b>	<ul style="list-style-type: none"> <li>- Guide onsite and online moderators on ways of balancing between onsite and online participants, using unique floor request system and chat function; as well as on using other alternative models to add to dynamics (polls etc.). (1 online workshop and written 1-pager guide)</li> </ul>	Second half of October 2022	IGF Secretariat (AG, EM, ST) WG-Hybrid
	<ul style="list-style-type: none"> <li>- Train online moderators on how to use Zoom and what to do in need of ad-hoc tech issue (2 online workshops)</li> </ul>	October 2022	IGF Secretariat (LB)
	<ul style="list-style-type: none"> <li>- Create database of experienced <u>onsite</u> moderators for session organizers in need to approach (through MAG, IGF supported travelers etc.)</li> </ul>	First week of November 2022	IGF Secretariat (AG, EM, ST) MAG
<b>Rapporteurs</b>	<ul style="list-style-type: none"> <li>- Guide rapporteurs on ways for effective reporting through the IGF report webform to support producing IGF 2022 outputs (1 online workshop and written 1-pager guide)</li> </ul>	Second half of October 2022	IGF Secretariat (WD, ST, EM, AG)
	<ul style="list-style-type: none"> <li>- Create database of rapporteurs-volunteers for session organizers in need to approach (IGF</li> </ul>		IGF Secretariat (AG, EM, ST)

<sup>1</sup> Indicates who to take the first lead and engage other parties in designing and implementing the activity

	supported travelers etc.)	First week of November 2022	MAG
<b>Communication and outreach</b>	- Comms package for session organizers to be created (IGF 2022 guide and visual templates for promotion and outreach of their session and the IGF)	October 2022	IGF Secretariat (EM) WG-Comms
	- Participants to be able to contact each other during the meeting through the schedule	November 2022	IGF Secretariat (LB)
	- Update Hybrid IGF guide and FAQs	October 2022	IGF Secretariat WG-Hybrid
	- Host open Q&A webinar with session organizers on hybrid format implementation	November 2022	
<b>Youth integration</b>	- Invite session organizers to engage interested youth in their processes by communicating their calls for engagement to the public <a href="mailto:igfyouth@intgovforum.org">igfyouth@intgovforum.org</a> mailing list. The Secretariat will also made available its list of the youth IGF coordinators and youth professionals engaged in the IGF 2022 youth track.	September 2022	IGF Secretariat (AG, EM) MAG
<b>Tech team and Equipment</b>	- Confirm with the host on the equipment (each room to have big projection screen) - Send instruction to the tech team on what needs to be projected on the screen and when. Also, create written instruction on the process for session organizers to request polls and file sharing. - Everyone to see everyone in the participants list.	12-14 October 2022	IGF Secretariat (LM, AG, EM)
<b>Remote Hubs</b>	- Support remote hubs to set up their hubs (by sending advice on basic tech setup), also to	Sep-Nov 2022	IGF Secretariat (AG, EM, ST, PG, LB)

	<p>establish their schedules and communicate those to the session organizers to inform them which hubs are expected to be active</p> <ul style="list-style-type: none"><li>- Instruct the session organizers that remote hubs interventions are prioritized; and recognized at the beginning of the session</li><li>- Instruct the tech team that remote hubs as entire are displayed on the screen when speaking</li></ul>		
--	---	--	--

\*Communication with the session organizers is with Eleonora.