



# **WSIS Forum 2018: 19-23 March 2018**

## **Guidelines for Workshop/Session Organizers**

**Venue:** ITU Headquarters, Geneva, Switzerland

**Host:** International Telecommunication Union

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1. **WORKSHOP/SESSION: FINAL DESCRIPTION AND PANELLISTS**

Please make sure that your session information has been submitted using your personalized link by **Monday 5 March, 2018**, including:

- a. the **final** Session Description of your Workshop/Meeting
- b. high resolution logo and
- c. the **final** list of panelists (In case of panelist updates, you may please send them directly to us)

This information is required for the Programme Brochure and the WSIS Forum 2018 website

2. **ACCREDITATION & REGISTRATION:**

- a. Please ensure that all panelists and participants are registered for the WSIS Forum 2018.
- b. Badging will be done in the ITU Montbrillant Building. Badges must be picked-up personally as they are photo badges.

**Badges may be picked-up on:**

- Friday 16 March: 14:00 – 17:00
- Monday 19 – Friday 23 March: 8:00 – 12:00 and 13:30 – 17:00

*Participants are encouraged to pick-up badges the week before in order to obtain the badges as soon as possible.*

3. **Promotion of your workshop: ONLINE AND SOCIAL MEDIA:**

a. **imeetYouatWSISForum:**

All organizers are kindly requested to complete their profile on [imeetYouatWSISForum](#). It has been developed especially to facilitate communication and networking with all confirmed registered participants. Once registered for the WSIS Forum 2018, participants will receive a link to complete their profile. This is an extremely effective platform to promote your workshops amongst confirmed registered participants.

b. **Your organization's WEBSITE:**

We encourage you to reflect information about the session/meeting on your organization's website and to inform your networks about the WSIS Forum 2018.

c. **#WSIS** for the Iwrite4WSISForum

All workshop organizers are requested to join the campaign and tweet updates about sessions using #WSIS or @WSISProcess.

d. **Facebook:**

We invite all participants to like the WSIS Facebook Page and Share its posts relevant to your session. [Click here for the WSIS Facebook Page](#).

4. **PRACTICAL INFORMATION:** All practical information is provided on the WSIS Forum 2018 Event website at the link provided below:

- Getting to ITU
- Finding Accommodation
- Map of Geneva
- ITU circulation plan
- ITU facilities

Practical Information Website Link: [Click here](#).

*Participants are encouraged to book their accommodation as soon as possible as the week of the WSIS Forum 2018 is a busy time for Geneva.*

5. **REMOTE PARTICIPATION at WSIS Forum 2018:**

Please note that most rooms will have remote participation available for discussions happening live in Geneva.

**Please also remember to:**

- Brief speakers/panelists about the remote component of this event and invite them to the online information session.
- Please inform us of any remote panelists by **Friday 9 March 2018** at [remote.participation@itu.int](mailto:remote.participation@itu.int). Please specify clearly in the email:
  - Date of the workshop/meeting
  - Time
  - Room Number
  - Name of Organization
  - Name and Email of the remote panelist

*Note: in order to have the optimal audio and video quality, we will need to train and perform audio tests with the remote panelists beforehand.*

- Remind physical panelists to come as early as possible and to put their slides and documents on a USB flash drive in order to transfer documents onto a dedicated laptop used to display physically in the room and virtually to remote participants.
- When planning the workshop/meeting, *please reserve 15 minutes during which remote participants can ask questions to speakers and panelists.*

Please note that the Moderator/Chair of the session should announce at the beginning of each session that the meeting is being followed by remote participants from all over the world.

6. **NAMEPLATES:**

We kindly request that stakeholders please print, bring and carry their own **NAMEPLATES** for their respective session speakers. Please find attached the template for Nameplates.

7. As ITU has a **paperless policy**, printing possibilities are very limited. Please ensure that all required printed material is carried for the respective workshops, meetings, etc.

8. **ROOMS:**

There may be changes in the room allocation before session, please check and confirm with the latest agenda [here \(www.wsis.org/forum\)](http://www.wsis.org/forum) in case of any last minute updates/changes. Please also find in **Annex 2**, additional information about each room (participant seats, panelist seats, etc.)

Also please ensure that the:

- **session starts on time.** Workshop organizers may begin setting up the room 15 minutes prior to their session.
- **session ends on time** in order for the next session to start on time.
- **podium is left tidy.**

9. **OUTCOMES:**

The WSIS Secretariat will issue the WSIS Forum 2018 Outcome Document on Friday 23 March 2018. **Please ensure that the outcomes of your session and the presentations (PowerPoints, Documents, etc) are submitted to [gitanjali.sah@itu.int](mailto:gitanjali.sah@itu.int) AND [matthew.greenspan@itu.int](mailto:matthew.greenspan@itu.int) as soon as the session is over and no later than Thursday 22 March 2018.** The only exception will be for the sessions held on Friday 23 March.

Please note that in case the outcomes of the session are not submitted, they will not be included in the **WSIS Forum 2018 Outcome Document**, which will be released on Friday 23 March 2018.

## ANNEX 1: IMPORTANT DEADLINES

Description	Send To	Deadline/Date
Send final: <ul style="list-style-type: none"> <li>• <b>workshop/meeting descriptions</b></li> <li>• <b>logos</b></li> <li>• <b>list of panelists</b></li> </ul>	Submit using personalized link sent by email	Monday 5 March, 2018
Send final list of <b>Remote Panelists</b>	<a href="mailto:remote.participation@itu.int">remote.participation@itu.int</a>	Friday 9 March, 2018
Send <b>Outcomes</b> and all session presentations (PowerPoints, Videos, etc.)	<a href="mailto:gitanjali.sah@itu.int">gitanjali.sah@itu.int</a> <b>AND</b> <a href="mailto:matthew.greenspan@itu.int">matthew.greenspan@itu.int</a>	Thursday 22 March, 2018

## ANNEX 2: ROOMS

Room	Places	Podium (Moderator and Panelists)
A	103	1
Popov	248	14
Popov 1	124	6
Popov 2	124	6
C1	108	11
C2	108	11
K	100	12
K1	50	6
K2	50	5
H1	50	6
H2	50	5
M	60	8
G1	43	Roundtable