VIRTUAL WSIS FORUM 2020

GUIDELINES FOR WORKSHOP ORGANISERS

Virtual Workshops and Special Tracks: **Starting from 22 June 2020**

Final Week: **7 to 10 September 2020**

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1. VIRTUAL WORKSHOP INFORMATION

   a. All virtual workshops are one-hour and will be held in Central European Summer Time (CEST/UTC/GMT+2).

   b. All virtual workshops will be held on the Zoom video platform. If you are new to Zoom, please refer to our *User Guide for Virtual WSIS 2020 Forum Workshop Organizers* that is available online at https://www.itu.int/net4/wsis/forum/2020/Files/agendaso/WSISForum2020-WorkshopOrganizersUserGuide.pdf. *The WSIS Team will open the virtual workshop 30 minutes in advance and will start to broadcast the session as well as record the session. Please DO NOT press the broadcast button for your virtual workshop.*

   c. The workshop organisers are responsible for organizing the virtual workshops, coordinating the content and arranging the panel moderator.

   d. The virtual workshops will be organised in a panel format, with multiple speakers. Please ensure that your session is interesting, interactive, and should actively engage participants throughout the virtual format.

   e. All sessions are reflected in the interactive agenda. The workshops organisers are responsible to submit all session information, including final title of your session, session description, list of panellists, etc. through the WSIS Forum 2020 account:

   - If you do **NOT** have an account yet, please create here. Confirm your account and you will receive further email from the WSIS Team.

   - If you already have an account, you will receive a **personalised link** from the WSIS Team email, and you may submit and edit all the necessary information for your session.

   f. We would encourage the workshop organisers to strive for 50:50 gender balance for the panellists and ensure that both women and men are represented in the panellists.

   g. If in your workshop the panellists are planning to use slides/presentation during the virtual workshops, please have the presentation ready beforehand, and put the presentation on full screen when you share it. We would encourage you to use the slides template provided by us.

   h. The WSIS Forum encourages interaction with the audience, therefore workshops organisers are strongly encouraged to allocate time for Q&A with the participants.

   i. Please ensure the content of your session doesn't include elements of defamatory comments, criticism, or inappropriate language.

j. The recording of the virtual workshops will be made available on the WSIS Forum 2020 website afterwards.

2. REGISTRATION

Please promote the link to your virtual workshop that has been provided by the WSIS Team. The link consists of the registration form, in which participants have to register to access the virtual workshop.

3. PROMOTION OF YOUR WORKSHOP: ONLINE AND SOCIAL MEDIA

The workshop organisers are responsible for promoting their workshop(s) widely to their respective colleagues and networks.

a. imeetYouatWSISForum:

All workshop organisers are kindly requested to register and complete their profile on imeetYouatWSISForum. It has been developed specially to facilitate communication and networking with all confirmed registered participants. Upon registration, participants will receive a link to complete their profile. This is an effective platform to promote your workshops amongst confirmed registered participants.

b. Your organisation's website:

We encourage you to reflect information about the virtual workshops and WSIS Forum 2020 logo on your organisation's website.

c. Social Media

All workshop organisers are requested to promote their sessions through social media channels by using #WSIS and mention @WSISProcess (Twitter/Facebook), @wsis_process (Instagram).

4. OUTCOMES:

After the end of your virtual workshop session, the workshop organisers should submit a workshop outcome. This outcome, which will be part of the **WSIS Forum 2020 Outcome Document**, has to be submitted to the WSIS Team (Gitanjali Sah: gitanjali.sah@itu.int and Ruth Sidabutar: ruth.sidabutar@itu.int) **not later than 2 weeks** after the end of your virtual workshop session. The outcome should be prepared as a Word file, using the template at the bottom of this page.

Please note that in case the outcomes of the session are not submitted, they will not be included in the **WSIS Forum 2020 Outcome Document**.

TEMPLATE FOR SUBMISSION OF OUTCOMES

1) **Title of your session**

2) **Name of Organisation(s) organizing the session**

3) **Relevance with the WSIS Action Lines – please specify the Action lines C1 to C11**

4) **Did your workshop highlight any issues related to COVID-19? If yes, please explain.**

5) **Key achievements, announcements, launches, agreements, and commitments**

6) **Main outcomes highlighting the following:**

  I. **Debated Issues**
   - Please capture highlights of the main issues discussed and interactions with audience
   - Please highlight key achievements and challenges shared by the audience and/or panellists

  II. **Quotes**
   - Please provide two important quotes from the session and the names & organisation of the person you are quoting

  III. **Overall outcomes of the session highlighting**
   - main conclusions reached during the discussion
   - the vision for implementation of WSIS Action lines beyond 2015

  IV. **Main linkages with the Sustainable Development Goals (please specify the SDGs)**

  V. **Emerging Trends related to WSIS Action Lines identified during the meeting**

  VI. **Suggestions for Thematic Aspects that might be included in the WSIS Forum 2021**