

Event length suggestions:

- Keep to the normal schedule for a physical meeting (à la EuroDIG)
- Extending timeframe for the meeting risks losing the focus of the meeting.
- Stretch event over a longer period of time:
 - Example: if over 2 weeks: 4 days for workshops; 1 day to main sessions, and 3 days to open forums and day 0 events and 1 day to high-level sessions (with some preparatory events feeding into the high-level sessions)
- Have a more spaced out event that can incorporate more workshops than usual (accept a lower cutoff point) over the longer time period
- Compact the program to cater for reduced attention spans
- Hold pre-events (Day 0) over the weekend and formal IGF meeting over 4 days only for 4 hour periods
- Have a follow-up event a month after the formal IGF to report on the key outputs
- Consider a “road to IGF” series of pre-events, incorporating an introduction to themes, and/or short workshops
- If spread out the time period in which IGF is held, opens up the option to better group sessions on related topics, making it easier for participants to navigate the program without feeling overwhelmed and also making it easier to develop more defined outputs on specific issues.

Timing suggestions:

- Consider “Zoom fatigue”.
- Cater for different time zones (a “truly global event”)
- Don’t have full-day schedules (reduce the number of hours per day)
- Have “around the clock” 24-hour virtual rooms – that way, someone in every session is likely to find the timing inconvenient, as opposed to whole geographic regions finding the entire week of timings inconvenient
- Assign the main session to different timezones, so everyone has an opportunity to participate
- Choose times for sessions based on the approximate time-zone where the majority of participants are registered (but would mean couldn’t decide timing until bulk of people registered)
- Have frequent breaks to help people’s concentration levels

Remote room suggestions:

- Have six "virtual studios", one for plenaries, 3 for workshops, 1 for open forums and 1 for other programmes. Each studio would have one main host/moderator that would be in charge of "house-keeping" while each session would have its official hosts, online moderator, panellists, speakers
- Don’t schedule main sessions parallel with workshops.
- All remote rooms to have closed captions

- Have rooms dedicated to specific themes so people can easily follow all sessions on that theme.
- Have a technical setup that facilitates people following multiple parallel sessions (people can be in one zoom room while following the transcript of another session)
- Technically prevent people from being in multiple rooms in parallel.
- To embedded zoom with other platforms, so no one needs to download the client with the latest version etc.

Session format suggestions:

- Keep opening and closing ceremonies as high-level sessions
- Pre-record sessions/presentations to accommodate different time zones
- Pre-exhibit posters and booths with un-manned booths, can have a video pre-recorded explaining booths, catalogue exhibits
- Session organisers should share a plan to make sure they really know what they are getting themselves into and the secretariat can identify what help they will need to incorporate the tools from Zoom to make their sessions work. (Some may want to decline having an all-virtual session)
- Make use of the fact that there are no physical limitations to room setups, so breakout sessions can be held for any session.
- Experiment with social events as well, and short virtual coffee breaks like the one on Day 1 of the Open Consultations.
- Have the introductory session for each thematic track a week before the main event. Could be a pre-recorded event, rather than live, that is edited together from different videos and people can access it at a time that suits them.
- Don't reduce number of sessions – instead, use it as an opportunity to facilitate people being able to better target the sessions of interest to them

Logistics/other:

- MAG to ask all accepted workshop organizers if they are committed to host their own session and do the preparatory work to make it work.
- Double-check if pre-events still want slots (since many of them are organizationally based, they may want to host their own virtual events at other times that suit them)
- Need to replace the support a host country usually provides for remote participation in rooms.
- Have an “online wall” to collate input for the key messages in an organic way. Look at ways to cluster it around themes and map them to see what issue caught the attention of specific communities and where.
- Aim for a hybrid event in 2021
- If reduce the number of sessions, need to be careful that some of the sub-themes don't get lost
- Consider the implications of IGF being an all-virtual event when connectivity is still an issue for many:

- One option: working with mobile operators to zero rate the IGF (national regulators may be able to help with this)
- Second option: work with NRIs to facilitate remote hubs in schools and community centres (IGF secretariat may be able to provide some grants for this from the Global South participation fund)
- Removing barriers of travel and visa applications opens opportunity to engage with a wider range of stakeholders who might normally not be able to attend a physical meeting
- Resources/experiences to look to for guidance:
 - African iIGF toolkit on holding online meetings
 - ICANN's experience
 - EuroDIG experience
 - UNCTAD experience
 - ITU experience
 - Diplo materials
- Use this virtual IGF as a model for how to reduce the environmental impact of a global event
- If IGF takes place over a longer period of time, there may be reduced media interest in covering the event
- Instead of having separate sessions for parliamentarians, incorporate them into the regular workshops and sessions.
- Utilise the NRIs as hubs in a distributed network fashion
- There are several other options besides Zoom, some of which the IGF used in the past (Cisco, Adobe, BBB-derived open-source meeting package, Google Suite professional package etc).
- Through EuroDIG, Zoom showed to be a reliable source for simultaneous sessions.
- Should MAG establish an ad-hoc voluntary group to work with the Secretariat on logistics?
- Checking pro bono support options for the IGF event (e.g. participation platform).