

# IGF Poland

http://igfen.nask.pl/ien/workshop-proposals/333,Workshop-proposals.html  
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## SUBMISSION OF WORKSHOP PROPOSALS IS CLOSED

Send us your workshop proposals that you would like to organise during the 2018 edition of the [Internet Governance Forum](#) that will take place in Warsaw on 13<sup>th</sup> December. Below you will find information on how to submit your proposal. There is also a link to on-line form you can use to do it.

### WHAT INFORMATION YOU NEED TO SUBMIT THE FORM

All proposals must contain the following information.

1. The contact details of the workshop proposers
2. A list of workshop's co-organisers – if you organise your workshop in cooperation with other institutions, here you fill in their names.
3. The workshop format – for your convenience there is a list of [workshop formats here](#). The formats offering more interaction with the audience are better offering more people a chance to express their opinions. You can also propose your own format.
4. The duration of the workshop – 30, 60 or 90 minutes. Different formats have different durations.
5. The title of your proposed workshop.
6. A concise description of the workshop – here you describe problem(s) or issue(s) you want to discuss during your workshop. The description should also indicate how your topic relates to the Internet Governance.
7. Workshop theme – here you indicate the theme of your workshop. It is possible to choose up to three themes belonging to several categories from the [list provided here](#).
8. A workshop's scenario – in this section you describe in points the workshop agenda and indicate how much time you will assign to each agenda point.
9. A list of speakers – at the moment of submitting the form you have to confirm that at least three of your speakers have agreed to participate in the workshop. Remember also that speakers' diversity is required in terms of gender, geography, stakeholder group, policy perspective. The more diverse your speakers are, the better your proposal is.
10. The names of moderator(s) and rapporteur(s) – the purpose of the rapporteur is to

produce a summary report of the workshop. Reports must be submitted to the IGF Secretariat no later than two weeks following the IGF event.

## HOW TO SUBMIT YOUR PROPOSAL

You can do it by filling in the workshop proposal [submission form](#) and sending it to [igfpolska@mc.gov.pl](mailto:igfpolska@mc.gov.pl).

## DEADLINES

Deadline for submitting proposals has been extended. You can submit proposals until 12th October.

The IGF Poland Steering Board will evaluate your proposals from 15<sup>th</sup> until 26<sup>th</sup> October. The results of the evaluation will then be published on the IGF Poland website.

## EVALUATION CRITERIA

Each proposal will be evaluated according to four criteria:

1. Relevance: Is the proposal relevant to Internet Governance? Does the proposal highlight the importance of the issue?
2. Content: Is the proposal well thought out and does it cover enough aspects of the issue(s) of interest?
3. Workshop Proposer and Speaker Diversity: Are the proposers first-timers to the Internet Governance discussion (for instance have they participated in previous instalment of IGF Poland conference or “Who rules the Internet” workshops)? Is the list of speakers diverse enough (in terms of gender, geography, stakeholder group, policy perspective, and/or persons with disabilities)? Are the speakers qualified to tackle the topic?
4. Format: Is the workshop’s scenario consistent with the format listed (for example, if the format is Debate, then does the proposal describe how the debate will be set up, with timings, etc., indicated; are all sides of the issues represented)?

Each Steering Board member will grade the proposal according to these four criteria, giving each criterion a score from 1 (lowest) to 5 (highest). The average of the total scores received by each proposal will be used to rank them. Then agenda slots will be assigned to highest-ranked proposals until all slots are filled-up.

When, however, there are two or more proposals on the same topic, the Steering Board will encourage the proposers to organize one workshop together.

## IF YOU HAVE QUESTIONS

If you have questions, write to [igfpolska@mc.gov.pl](mailto:igfpolska@mc.gov.pl).

## DOWNLOADS

[Application form \(docx, 16.9 KB\) 05.09.2018 11:00](#)

[Topic list \(docx, 17.98 KB\) 05.09.2018 11:00](#)

[Formats \(docx, 14.38 KB\) 05.09.2018 11:00](#)