

Briefing note for moderators and contributors

To properly reflect the interactive and participative nature of the Internet this conference will maximise opportunities for dialogue and exchange between participants (in situ and online). This draft document provides guidelines for moderators and contributors. In the spirit of participation, we welcome comment and feedback.

(For those of you who may have missed this popular blog from Duncan Green of Oxfam illustrating well the kind of conference we want to avoid and the event we hope to provide, here is the link: [Why are international conferences so bad, and what can be done about it?](#))

Objectives of the Conference

- To provide concrete proposals for the future IG arrangements
- To promote an evidence-based approach in global Internet policy-making
- To articulate the roles and responsibilities of relevant stakeholders, including governments, companies, and civil society
- To ensure cross-fertilisation between Internet governance and other policy processes.

Process Guidelines

Note: Participants will be connecting remotely from outside Geneva so moderators and contributors will need to ensure they are fully engaged during the sessions

Principles and ways of working

- We want to spend the maximum time exchanging ideas and lessons from the enormous breadth of experience and knowledge in the room and as little time as possible listening to only a few speakers,
- We aim to develop a communique summarising the output from the discussions, incorporating recommendations for IG processes and themes
- We will encourage participants to contribute and comment while the conference is underway, and afterwards. So we will be using a **wiki** to document each session in real time. The wiki will be open to participants, including those connecting online from outside Geneva.
- We hope that participants will respond to this format actively, participating in each session and reflecting the conversation online. *Why not start now, using #IGeneva for Twitter and other social media tagging platforms?*

Whole conference sessions

- We aim to structure these to achieve a balance between input from specialists and contributions from participants. So will be using formats such as Knowledge Café, 'TED' style short, dynamic introductions and so on
- Output from the parallel workshops will be fed back into the plenary forum session, for further discussion and to inform the communique and recommendations

Parallel Workshops

- Each session will have a guiding questions to enable conversation to focus on developing consensus and recommendations from the complicated set of issues under discussion

- There will be a maximum of four 'contributors' for each session, as well as discussants or resource persons in some of the workshops.
- We propose a default, standard format, to maximise interaction and opportunities for convergence on recommendations and participant contributions:
 - Contributors talk about their experience from their specialism in IG (2-4 mins, situate the topic), what does and doesn't work, and their experience of working in other sectors than IG. For some complex subjects it may be useful to break up the contributions, for example to have two followed by an initial round of reactions, followed by two more, and so on.
 - This is followed by a group conversation, in a clinic or peer assist format
 - The conversations are recorded and summarised by a volunteer, who will feed back to the whole conference in follow-up sessions. These notes will be recorded on the wiki and possibly also on cards, flipcharts or other posters to facilitate feedback
 - If there is time, Contributors have an opportunity to comment on the discussions and recommendations
 - We strongly recommend not using Powerpoint or other broadcast presentation tools such as Prezi, or, if they are deemed essential then employing a methodology to ensure dynamic exchanges such as [Pecha Kucha](#)
- We welcome enthusiastically alternative suggestions, from the enormous range of participative tools, including fishbowl or Samoan circle; open space conversations; Appreciative Inquiry; storytelling, etc. (a source for suggestions is the KS toolkit <http://www.kstoolkit.org>)