WSIS Forum 2015: 25-29 May 2015

Guidelines for Workshop & Meeting Organizers

Venues: ITU Headquarters, Geneva, Switzerland
WIPO Headquarters, Geneva, Switzerland
Host: International Telecommunication Union

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1. **WORKSHOP/MEETING**: FINAL DESCRIPTION AND PANELLISTS
   Please make sure that the following have been sent **Friday 8 May, 2015**:
   a. the **final** Session Description of your Workshop/Meeting
   b. high resolution logo and
   c. the **final** list of panellists (please inform us of any remote panellists)

   To: esther.mellul@itu.int **AND** gitanjali.sah@itu.int, this information is required for the Programme Brochure and the WSIS Forum 2015 website

   Please ensure that all information is reflected correctly in the online agenda: Click here.

2. **ACCREDITATION & REGISTRATION:**
   a. Please ensure that all panellists and participants are registered for the WSIS Forum 2015. The deadline for accreditation requests is Monday 11 May 2015.
      All information regarding accreditation and registration can be found here: Click here.
   b. Badging will be done in the ITU Monbrillant Building. Badges must be picked-up personally as they are photo badges.
      Badges may be pick-up on:
      - Friday 22 May: 14h-17h
      - Monday 25 – Friday 29 May: 8h30-12h and 13h30-17h
      Participants are encouraged to pick-up badges on Friday 22 May 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 2015, 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:**
      Make sure that the information about the session/meeting has been reflected on your organization's website and that your networks have been informed about the WSIS

Forum 2015. You can also reflect the attached WSIS logos on your website linking it to your session in the WSIS Forum Agenda.

c. **#WSIS** for the Iwrite4WSISForum

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

In order to publicize and report about sessions, all organizers and panellists are invited to join the **iwriteforWSISForum initiative**: Click here.

In addition, all session organizers are invited to send the hashtag and twitter handles of their organizations to esther.mellul@itu.int in order for them to be mentioned on @WSISProcess twitter account.

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 2015 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 2015 is a busy time for Geneva.

5. **REMOTE PARTICIPATION at WSIS Forum 2015**:

ITU will provide a virtual meeting room during the workshop/meeting. Remote participants will be able to participate in the discussions happening live in Geneva.

Click here to find out more.

We invite all session organizers and panellists to attend one of the following Online Information Sessions:

i) Wednesday 20 May 2015 15:30 (Geneva Time) Check your time zone here

ii) Thursday 21 May 2015, 10:30 (Geneva time) Check your time zone here

This short Information Session will enable session organizers and panellists to fully engage in the remote participation component of the workshop/meeting.

A recording of the information session is available here: https://connect.itu.int/p8c8ij5shdl/

Please also remember to:
- Brief speakers/panellists about the remote component of this event and invite them to the online information session.
- Please inform us of any remote panellists by **Friday 22 May 2015** at remote.participation@itu.int. Please specify clearly in the email:
    o Date of the workshop/meeting
    o Time
    o Room Number
    o Name of Organization
    o Name and Email of the remote panellist
  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 panellists 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 panellists*.
  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 the nameplate template attached separately). The template of the nameplate is available in the attached document.

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 in case of any last minute updates/changes. Please also find in **Annex 2**, additional information about each room (number of participant seats, number of panellist seats, etc.)

Also please ensure that the:

- **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 2015 Outcome Document on Friday 29 May 2015. **Please ensure that the <u>outcomes of your session</u> and <u>the presentations</u> (PowerPoints, Documents, etc) are submitted to esther.mellul@itu.int AND gitanjali.sah@itu.int as soon as the session is over and no later than Thursday 28 May 2015**. The only exception will be for the sessions held on Friday 29 May. <u>Please note that each summary should be sent using the attached template.</u>

Please also note that in case the outcomes of the session are not submitted, they will not be included in the **WSIS Forum 2015 Outcome Document**, which will be released on Friday 29 May 2014.

ANNEX 1: IMPORTANT DEADLINES

Description	Send To	Deadline/Date
Send final: • **workshop/meeting descriptions** • **logos** • **list of panellists**	esther.mellul@itu.int **AND** gitanjali.sah@itu.int	Friday 8 May, 2015
Accreditation requests	Click here	Monday 11 May, 2015
Remote Participation: **Online Information Session** Invite panellists to attend the session	Recording: https://connect.itu.int/p8c8ij5shdl/	i) Wednesday 20 May 15:30 (Geneva Time) Check your time zone here. **OR** ii) Thursday 21 May 10:30 (Geneva time) Check your time zone here.
Send final list of **Remote Panellists**	remote.participation@itu.int	Friday 22 May, 2015
Send **Outcomes** and all session presentations (PowerPoints, Videos, etc.)	esther.mellul@itu.int **AND** gitanjali.sah@itu.int	Thursday 28 May, 2015

ANNEX 2: ROOMS

Room	Places	Podium (Moderator and Panellists)
A	82	5
Popov	248	14
Popov 1	124	6
Popov 2	124	6
C	216	11
C1	108	11
C2	108	11
T103	21	Not Applicable – Round Table
L	60	8
L1	30	4
L2	30	4
E	24	Not Applicable – Round Table
G1	33	Not Applicable – Round Table
G2	22	Not Applicable – Round Table
G3	33	Not Applicable – Round Table
H	100	12
K	100	12
M	60	8

ANNEX 3: CHECKLIST FOR SESSION ORGANIZERS

☐ The following are sent to gitanjali.sah@itu.int and esther.mellul@itu.int by Friday 8 May, 2015:
- ☐ **the final Session Description**
- ☐ **high resolution logo**
- ☐ **the final list of panellists** (please inform us of any remote pannellists)

☐ **ACCREDITATION & REGISTRATION:** Click here
- ☐ Accreditation requests by Monday 11 May, 2015
- ☐ Pick-up badges at the ITU Monbrillant Building (Click here for times and dates)

☐ **PRACTICAL INFORMATION:** Click here
- ☐ Getting to ITU
- ☐ ITU circulation plan facilities
- ☐ Finding Accommodation
- ☐ Map of Geneva

☐ **REMOTE PARTICIPATION at WSIS Forum 2015** Click here to find out more
- ☐ Send the list of remote participants to remote.participation@itu.int by Friday 22 May
- ☐ Invite Panellists to the Online Remote Participation Information Sessions on:
  - i) Wednesday 20 May, 15:30 (Geneva Time)
    Check your time zone here.
  - ii) Thursday 21 May, 10:30 (Geneva time)
    Check your time zone here.
  - • Recording of the information session: https://connect.itu.int/p8c8ij5shdl/
- ☐ Put all presentations (PowerPoints, Videos, etc.) on a USB
- ☐ Plan 15 minutes during which remote participants can ask questions

☐ **ONLINE AND SOCIAL MEDIA:**
- ☐ Promote the session through your website
- ☐ Use **#WSIS** for the Iwrite4WSISForum campaign: Click here
- ☐ Send the hashtag and twitter handles of their organizations to esther.mellul@itu.int
- ☐ Like and share the WSIS Facebook Page.
- ☐ Complete their profile on imeetYouatWSISForum.

☐ **NAMEPLATES:** bring, carry and print your own **NAMEPLATES**

☐ **Paperless Policy**: ensure that all required printed material is carried for the respective workshops, meetings, etc.

☐ **ROOMS**:

        ☐ Check if the rooms have changed on the Agenda here

        ☐ Check the number of panellists and participants that can fit in your room (Annexe 3)

        ☐ Ensure that **the session ends on time** in order for the next session to start on time.

        ☐ Ensure that the **podium tidy** after the session

☐ **OUTCOMES:** by Thursday 28 May, 2015 to gitanjali.sah@itu.int and esther.mellul@itu.int

        ☐ Send the outcomes of the session

        ☐ Send the presentations used during your session (PowerPoints, videos, etc.)