WSIS Forum 2016: 02-06 May 2016

Guidelines for Workshop & Meeting Organizers

Venues: ITU 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 by **Thursday 7 April, 2016, using the form sent by email to all workshop organizers**:
   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: raquel.araujo@itu.int **AND** gitanjali.sah@itu.int, this information is required for the Programme Brochure and the WSIS Forum 2016 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 2016. The deadline for accreditation requests is Monday 18 April 2016.
   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 29 April: 14h-17h
      • Monday 02 May: 8h00-17h
      • Tuesday 03 May: 7h30 – 19h
      • Wednesday 04 – Friday 06 May: 8h00-17h
   Participants are encouraged to pick-up badges on Friday 29 April 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 2016, 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 2016. 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 raquel.araujo@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 2016 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 2016 is a busy time for Geneva.

5. **REMOTE PARTICIPATION at WSIS Forum 2016**:

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.

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 April 2016** 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.

Remote participation website: Click here

6. **NAMEPLATES (Not Applicable to WSIS Forum 2016 Partners):**
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 2016 Outcome Document on Friday 06 May 2016. **Please ensure that the <u>outcomes of your session</u> and <u>the presentations</u> (PowerPoints, Documents, etc) are submitted to raquel.araujo@itu.int AND gitanjali.sah@itu.int as soon as the session is over and no later than Thursday 05 May 2016**. The only exception will be for the sessions held on Friday 06 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 2016 Outcome Document**, which will be released on Friday 06 May 2016.

ANNEX 1: ROOMS

Room	Places	Podium (Moderator and Panellists)
A	85	5
Popov 1	146	6
Popov 2	146	6
C1	108	11
C2	108	11
L	56	8
K1	50	5
K2	50	6