



WSIS Forum 2019: 8-12 April 2019

Guidelines for Workshop/Session Organisers

Venue: ITU Headquarters, Geneva, Switzerland

Host: International Telecommunication Union

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1. WORKSHOP/SESSION: FINAL DESCRIPTION AND PANELLISTS

- a. Format: Please ensure that your session is interesting, interactive, and should actively engage participants throughout the workshop/session.
- b. Please make sure that your session information has been submitted using your personalised link by **Friday, 29 March 2019**, including:
 - the **final** Session Description of your Workshop/Meeting
 - high resolution logo of your organisation, and
 - the **final** list of panellists (in case there are further changes, you may please send an email directly to us)

This information is required for the Programme Brochure and the WSIS Forum 2019 website.

- c. We would encourage the organisers to strive for 50:50 gender balance for the panellists and ensure that both women and men are represented in the panellists.
- d. Please ensure the content of your session doesn't include elements of defamatory comments, criticism, or inappropriate language.

2. ACCREDITATION & REGISTRATION

- a. Please ensure that all panellists and participants are registered for the WSIS Forum 2019: <https://www.itu.int/en/wsis/Pages/expression-interest.aspx>
- b. Badging will be done in the ITU Montbrillant Building. Badges must be picked-up personally as they are photo badges.

Badges may be picked-up on:

- Friday, 5 April 2019: 14:00 – 17:00
- Monday 8 – Friday 12 April: 8:00 – 12:00 and 13:30 – 17:00

3. PROMOTION OF YOUR WORKSHOP: ONLINE AND SOCIAL MEDIA

Organisers are responsible for promoting their workshop.

a. **imeetYouatWSISForum:**

All organisers 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 2019, 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:

We encourage you to reflect information about the session/meeting and WSIS Forum logo on your organization's website and to inform your networks about the WSIS Forum 2019.

c. #WSIS for the Iwrite4WSISForum

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

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 2019 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 2019 is a busy time for Geneva.

5. REMOTE PARTICIPATION at WSIS Forum 2019:

Please note that most rooms will have remote participation available for discussions happening live in Geneva.

Please also remember to:

- 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.
- 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 **Monday, 1 April 2019** at remote.participation@itu.int. Please specify clearly in the email:

- Date of the workshop/meeting
- Time
- Room Number
- Name of Organisation
- 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 panellists beforehand.

- 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 for stakeholders to please print, bring and carry their own **NAMEPLATES** for their respective session speakers. The template for Nameplates is available on WSIS website (<https://www.itu.int/net4/wsis/forum/2019/Agenda/MySessions>).

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 \(www.wsis.org/forum\)](http://www.wsis.org/forum) in case of any last minute updates/changes. Please also find in **Annex 2**, additional information about each room (participant seats, panellist seats, etc.)

Also please ensure that the:

- **session starts on time.** Workshop organisers may begin setting up the room 15 minutes prior to their session.
- **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 2019 Outcome Document on Friday 12 April 2019** and it will be presented during the Closing Ceremony of the WSIS Forum 2019. **Please ensure that the outcomes of your session and the presentations (PowerPoints, Documents, etc.) are submitted through your personalised link as soon as the session is over and no later than Thursday, 11 April 2019.** The only exception will be for the sessions held on Friday 12 April

2019 (the organisers are requested to submit their outcomes at the latest 2 hours after the session).

Please note that in case the outcomes of the session are not submitted, they will not be included in the **WSIS Forum 2019 Outcome Document**, which will be released on Friday 12 April 2019.

ANNEX 1: IMPORTANT DEADLINES

Description	Send To	Deadline/Date
Send final: <ul style="list-style-type: none"> workshop/meeting descriptions logos list of panellists 	Submit using personalised link sent by WSIS Info	Friday 29 March, 2019
Send final list of Remote Panellists	remote.participation@itu.int	Monday 1 April 2019
Send Outcomes and all session presentations (PowerPoints, Videos, etc.)	gitanjali.sah@itu.int and ruth.sidabutar@itu.int	Thursday 11 April 2019 (except Friday session please submit the outcomes 2 hours after the session))

Note: The organisers should observe and respect all deadlines provided.

ANNEX 2: ROOMS

Room	Places	Podium (Moderator and Panellists)
A	103	
Popov	292	14
Popov 1	146	6
Popov 2	146	6
C1	108	11
C2	108	11
K	100	12
K1	50	5

K2	50	6
H1	50	6
H2	50	5
L1	28	1
L2	28	1
M	60	8
G1	43	Roundtable
G3	30	Roundtable
E	24	
T103	20	