AFRICAN INTERNET GOVERNANCE FORUM

Toolkit for Organizing Virtual Internet Governance Forum

Conferences in Africa

June 2020

Acknowledgement

The Toolkit was prepared by a Working Group, set up on 18 April 2020 by Mary Uduma, Chair of the African Internet Governance Forum Multistakeholder Advisory Group (AfIGF-MAG).

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The Working Group completed its task after five weeks of online interactions and produced the present version of the "*Toolkit for organizing Virtual Internet Governance Forum Conferences in Africa*".

Executive Summary

The spread of COVID-19 is causing disruption world-wide, forcing conference cancellations, and leaving organizers scrambling for alternative ways of disseminating the work that was to be presented. This has caused unprecedented demand for digital technologies not only to facilitate containment of the spread of COVID-19 but also to enable business continuity across all continents, including Africa, where teleworking, telemedicine, distance-learning, and webinars and virtual meeting, activities have been going on despite the lack of a documented and proven model on how to conduct virtual meetings. In response, the African Multistakeholder Advisory Group (MAG) of the African Internet Governance Forum (AfIGF) investigated best practices for immediately implementable options to guide African stakeholders who are considering to host Virtual Internet Governance Forums at the continental, Regional and National levels.

Virtual conferences are more than an alternative to conventional face-to-face events, especially in a situation that imposes travel restrictions to conferences and meetings. Technology is no longer much of an issue and people are acquainted with online environments. Saving time, energy and money are other benefits that come with virtual conferencing. In fact, conference organizers can save funds by not organizing a physical conference. In addition, due to their inclusive nature, virtual conferences can attract international participants to local events. Organizations can increase their outreach and position their research on an international stage. This also enhances the potential for new collaborations and engagement. However, there is limited relationship-building opportunities and limited length of interaction among and between the various stakeholders.

Content

Introduction

1. The purpose of the toolkit is to provide guidelines and make recommendations on how the African Internet Governance Forum would host its annual meeting virtually and provide guidance to African national and regional initiatives which may wish to hold their forum online. This has become imperative due to situations (e.g Covid-19 contagion) that may not allow the AfIGF to hold a physical meeting. The Secretariat of the African IGF may wish to adopt this toolkit for any other intersessional meetings, including those of the national and regional IGFs.

2. A virtual conference is defined as **"**an activity where people around the world, regardless of their location, use video, audio, and text to link up online. Virtual meetings allow people to share information and data in real-time without being physically located together".

Planning Strategy

3. As an event organizer, the ability to effectively plan and prepare for an event includes working through the details of getting people registered, acquiring sponsors, managing attendees, and a whole lot more will determine the success of the event.. As the event draws nearer and more people get involved, the capacity to responsibility communicate plans to speakers, volunteers, organizers, committees, sponsors and participants in a way that will make the event take off without a hitch is important.

4. Virtual events should start and end according to the planned time schedule. Delays can be even more annoying online than in face-to-face meetings. Therefore, the hosts should support the moderator in striving to stick to the schedule and if necessary gently but firmly interrupt speakers when they exceed their time limit.

5. It is advisable to hold coordination meetings, which should happen weeks prior to the event. If necessary, organize a number of committee meetings (see list in para 6) to cover all the details of various aspects of the event. Each call should last between 30 minutes to one hour, and should go over the expectations of the event and those of the committee members to get a better understanding of what needs to be accomplished.

6. The virtual conferences require assembling organizing committees quite similar to those of physical conferences, including the need for volunteers during the conference. These may be constituted as follows:

   a. **Technical Committee**

   The committee will be responsible for the designing and handling of all technical requirements for the virtual meeting which include the platforms needed for the meeting and the training of participants, digital content production, defining and disseminating rules of engagement to speakers and participants, managing meeting flow, etc. on the platforms.

   b. **Program Committee**

   This committee will be responsible for the following activities:
      1. Review Conference timeline and due dates
      2. Coordination of stakeholders' consultation for themes and subthemes
      3. Assist Conference organizers in publicizing conference and soliciting abstracts
      4. Agenda preparation
      5. Recommend speakers to be invited
      6. Participate in the presentation, abstract and manuscript review process (as assigned by Chair)
      7. Session format setting
      8. Organize specific conference sessions

   c. **Finance Committee**

The Finance Committee will be responsible for financial planning, reporting and budgeting for the conference including resource mobilization.

d. **Communication Committee**

The Communication Committee will collaborate with the technical committee to carry out the following:

- Develop and implement an effective communications strategy based on target audience
- Write, edit and distribute content, including publications, press releases, website content, general information and rules for online meetings, reports, speeches, and other material that communicates the Forum's activities
- Maintain records of media coverage and collate analytics and metrics
- Manage the interpretation of the meeting to other official languages

7. Before the Event

The following activities should be carried out before the event:

I. Stakeholders consultation for themes and subthemes
II. Call for expression of interest as speakers and moderators (MAG to coordinate this delicate process)
III. Development of Agenda
IV. Stakeholders communications *(See the communication strategy)*
V. Technical requirements

The technical committee will prepare a guide on how participants, speakers, moderators and organizers can use the platform to have an understanding of the processes to be followed for the meeting. *(See the Technical strategy for more information).*

VI. Fundraising, finance and budgeting *(See the finance strategy)*
VII. Code of Conduct

The code of conduct in annex 1 is developed to guide the virtual meetings and will be shared extensively before the event to moderators, speakers and participants.

8. During the Event

The following activities would be done during the event:

I.   Technical
   ● The Technical Committee needs to make sure all the platforms and software to be used for the meeting are running and available. Platforms, software, audio and video need to be tested daily ahead of time of the meeting
   ● The technical team should have a communication platform (see technical strategy) to respond to participants issues
   ● Recording of the sessions

II. Communication will be responsible for rapporteuring and providing live updates via social media networks during the meeting

III. Sessions facilitation should ensure:
   A. The availability of moderators, speakers or panelists and a technical operator in all sessions and making sure they all work seamlessly
   B. Chairing of the session and timing of scheduled activities (speaking slots) are not overrun
   C. Smooth coordination of the sessions
   D. Effective and coordinated rapporteuring with session messages documented

IV. Closing session
   A. Presentation of Draft Communique
      (A link to the draft communique should be presented to the community for comments and recommendations)
   B. Appreciation of sponsors, speakers, volunteers and participants

9. Post Event Planning

    a. Evaluation

        i. Debriefing from the committees

        ii. Community survey

    b. Communication

        i. Appreciation email to moderators, panelists and sponsors

        ii. Update event website with event updates (presentations, videos, etc)

        iii. Communique of the event

    c. Finalization of outputs

        i. Outcome document

        ii. Final report

Communication Strategy

The communication strategy ensures seamless communication and hitch-free running of virtual conferences; it should target goals, audience, communication plan and channels.

10. The communication committee notifies speakers, volunteers, organizers, sponsors and participants with a detailed communication strategy.

11. As an International forum, times for sessions and meetings are communicated to the participants and stakeholders using standard time zones (Eg. UTC, GMT, etc.)

12. Meeting duration is affected by the length of time a session runs. If the meeting segment is too long participants will be distracted by other activities.

13. To get everyone actively participating, timeframes chosen must be favorable to at least 80% of targeted participants. The health and lunch breaks need also be factored-in conveniently.

14. The table below shows selected items for communication strategy for the virtual conference:

When (Date)	What	Channel
3 months	Save the date	• Website • Newsletters • Social media, etc
2 Months	Call for Registration	Registration will be done on the conference website and the call for registration will be updated in the following channels • Newsletters • Social media, etc
2 Months	Speakers Update	• Conference website • Email list • Registered participants
2 Months	Draft Program	Draft Event program should be updated on the Conference website
1 Month	Event Reminder	• Email List • Social Media

1 Month	Publication of Event platforms and event proceedings (Software, remote hub locations, activities, etc)	● Website ● Email list ● Social Media
1-5 Day	Any Event update and final reminder	Conference website
Event Day	Links to event and update on sessions	● Email list ● Social Media ● Rapporteuring ● Media
Post event	Post event survey, appreciation message and communique	● Conference website ● Email list ● Social media

AfIGF Meeting Strategy

The AfIGF face-to-face meetings are usually organized around 3 days conference and 2 travelling days totalling 5 days set aside for the event. To move the meeting online and have a successful event, and to achieve active engagement and wider inclusive participation, the following issues should be considered:

15. The Virtual meeting should not last more than four days with flexible hours within the African time zones, preferably within the window between the hours of 10:00 and 15:00 UTC. To maintain a high level of attention among participants, it is suggested to have a maximum duration of four (4) hours of total in-session time per day.

16. A mix of varying session durations should be introduced through the program to allow for innovative adaptive planning. Depending on expected discussion and the format chosen, Each thematic session could be scheduled for a duration between sixty (60) to ninety (90) minutes. Ceremonial/organizational sessions should be kept as brief as possible. In all cases, a session should last for a maximum of 90 minutes, with proper time allowed for interaction therein (see role players). Fifteen (15) minutes health breaks should be allowed through the program, to give participants the opportunity to get a cup of coffee or stretch their legs, etc.

17. It is recommended that, in order to put the maximum number of participants and panelists together, a limited number of concurrent sessions be held in the virtual conference; however, if there is a need for more sessions at the meetings, opportunities for breakout sessions should be offered to enable participants to join their session of interest.

18. Where there are breakout sessions, it is recommended that the Virtual meeting starts and ends with a plenary session to share key takeaways from the breakaway sessions.

19. It is recommended to organize a coordination meeting of role players before the beginning of the day`s sessions. *(E.g. 45 to 30 mins prior to the sessions)*

20. Equipment Testing should be completed and assured of good functionality by the Technical leads before the opening of each day *(1 hour before the session is recommended).*

21. Remote Participation Options

Participants can join the conference via any of the suggested methods below:

a. **Community Hub**

Community organizers and members that have a robust infrastructure can apply to host remote hubs in their community. Remote hubs will be able to interact with the meeting by asking for the floor when the panel moderator opens it for questions from the audience, and sending text questions and/or video/audio interventions by using the online remote hub participation platform.

Hubs are local meetings that take place in parallel with the conference. People can watch the webcast of conference sessions together and send interventions (via text, audio or video) that can be answered by panelists in the Forum. In addition, hub organizers can hold debates to discuss the themes introduced at the Forum from their local perspective. *(If needed, training would be conducted to guide the selected organizers of the community hubs).*

b. **Individual participant**

Stakeholders and participants will be able to follow the meeting by watching videocasts or listening to audiocasts from the meeting rooms and reading real-time closed captioning.

Remote participants will be able to interact with the meeting by sending text questions, using the remote participation platform. These questions will be forwarded to the panel moderator when he/she opens the floor for questions from the audience.

22. Role players and Speaker participation

These are the functions assumed or part played by a person on the virtual conference.

Below are ways role players and speakers can participate:

a. **Pre Recording and Q&A Session**:

In order to prevent disruptions during live broadcast, speakers can record themselves using their mobile phones or computer in the comfort of their homes or offices and send the recordings to the technical team, who then edit the sessions and upload them as a '**pseudo-live**' session during the program. The speaker responds to the participants via a Q&A session (audio, video, text) after the recording has been played.

b. **Live session:**

Speakers and moderators will join the virtual forum via a platform provided by the technical committee.

Technical Strategy

23. Virtual Platform

This section describes the platforms and tools that can be used for the virtual meetings.

a. **Meeting platforms**

These are platforms, both free and paid, that are capable of hosting audio-visual sessions with multiple simultaneous participants, from just a few to several hundred. Typically, they also support screen sharing, whiteboard, livecasting, webinar and a few offer other services like chats. These systems are a good fit for the media-rich, highly interactive sessions of a conference as well as for conference planning. Example of these platforms are below:

- Zoom (www.zoom.us)
- Adobe Connect (https://www.adobe.com/products/adobeconnect.html)
- Cisco WebEx (www.webex.com)
- Google Meet (https://meet.google.com/)
- Skype (www.skype.com)
- GoToMeetings (www.gotomeeting.com)
- Jitsi (https://jitsi.org/)
- Microsoft teams (https://teams.microsoft.com/)

b. **Text-based (mostly) platforms**

These are commercial and free solutions that support speech captioning. These systems enable participants to read words. Example of these platforms are below:

- Zoom transcribe
- TranscribeMe (transcribeme.com)
- WebCaptioner (https://webcaptioner.com/)
- Otter.ai (https://otter.ai)
- Streamtext (https://streamtext.net)

c. **Language Interpretation**:

Some of the video and audio platforms, such as Zoom, allow users to choose which language they wish to listen to during the meeting; this allows interpreters to join the call as speakers and translate the audio to the target audience. Example: English to French

24. Streaming and Engagement Platform

These are platforms from where participants can follow the meetings:

a. Event Website
b. Facebook Live
c. YouTube Live
d. Livestream.com
e. Twitter (periscope)
f. Twitch

The platforms allow organizers to send the meeting streams to the various locations from where participants need to follow the meetings. Some of them are below:

- Livestream (www.livestream.com)
- Restream (www.restream.io)
- ISOC.LIVE (https://isoc.live)

25. Scheduling Platform

The platform helps participants and speakers to know the schedules of the sessions and activities of the meeting.

Some scheduling platforms are below:

- Sched
- Whova
- Vito

The scheduling platforms can be built either by website developers or acquired from commercial platforms and integrated into the website.

26. Registration Platform

Registration is the first tool for data collection and critical to the event. Registration tools allow attendees to register for virtual events, submit preferences and personal information. A robust online registration tool allows attendees to register easily and provides planners and marketers with the data they need to plan a great event. Below are examples of registration platforms:
a. Website (the registration can be created on the website)
b. Survey Monkey
c. Google Forms
d. Eventbrite
e. Tito

The commercial platforms can also be embedded into the website after creation of the registration page.

27. Participants Management Platform

To be able to manage communication flows between organizers, speakers and participants, a mailing list should be created from those who registered for the meeting so that organizers are able to send information to participants before and after the event. The following are list options:

a. Website (cpanel) list
b. Mailchimp
c. AWeber
d. Sendinblue

28. Website

The website should be a focal point of communication for the meetings, it should be accessible to everyone including people with disabilities and if possible support multiple languages (multilingual). The guidelines should adhere to WCAG 2.0 (www.w3.org/TR/WCAG20).

The Details below should be Included on the Event Website:

● Information about the event
● Registration links
● Call for paper
● Paper submission
● Event schedules: date and time
● Agenda, sessions and activities
● Speakers Information

- Documentation and guidelines of simple task and practice (guidelines can be in text, videos and images)
- Sponsors details
- News page and event updates
- FAQ Session
- After event resource page

29. Hardware

Hardware requirements differ between hosts, moderators and speakers and regular participants.

a. **Participants Hardware**
    i. For participants, minimal equipment is required:
        1. A computer (desktop, laptop or Smartphone)
        2. Stable internet connection (WIFI or cable)
        3. A microphone (built-in or external)
        4. Loud speakers (or preferably a headset)
        5. Optionally a camera for video transmission (built-in or external).

b. **Host Hardware**
    For the host, professional equipment is essential. Depending on the format and size of the event the quantity and arrangement of devices may vary. The hosting team needs to evaluate hardware and software options and test what equipment is necessary and how to physically distribute it in the hosting room.

    i. Computers/Laptops (since a lot of processes would be running, a high end laptop is required to carry this out)
    ii. Dedicated internet connection (WIFI or cable)
    iii. Loud speaker(s)

iv. Video Switcher

v. Headset(s) with microphones

vi. Microphone(s)

vii. Camera(s)

viii. Big screen/TV-sets (to see all the different rooms/ video)

ix. Cables (connection between computers, network, etc.)

x. Extension cords

It is recommended that the hosts have an external screen (Television screens or projector) for each video feed going out live.

c. **Moderators and speakers Hardware**

For the moderators and speakers, professional equipment is also essential. Below is a list of essential equipment and other important arrangements needed:

i. Computers/Laptops/ Smart Phone

ii. External Microphone(s) / Integrated microphone

iii. External speaker(s)/ Integrated speaker /Headset(s)

iv. Stable internet connection (WIFI or cable)

v. Camera(s), embedded or external

vi. Tripod (Optional)

vii. Big screen/TV-sets (to see all the different rooms/ video)(Optional)

viii. Extension cords (Optional)

ix. Spotlights (to increase the surrounding lighting) (Optional)

x. Screen Appearance:

1. Dress code must be followed

2. Select a representative or neutral background for your live video

xi. Ensure background noise is not noticeable

30. Recording

The audio virtual platforms offer recording options where organizers can record the sessions and afterwards upload the recorded session to the forum`s archival storage system (the storage archival systems are for long-term storage of meetings outputs: videos, and audio. E.g website, youtube, etc.)

31. Bandwidth Requirement

It is critical and advisable to make sure the moderators, speakers and hosts are allocated sufficient bandwidth to avoid disruptions of live presentations.

a. **Recommended bandwidth for moderators and speakers**: the speakers and moderators should consider the following when acquiring internet connection:
   i. **Data Speed:** Internet speed is the measure of how quickly information is transferred to your device. The numbers you can expect to see for your internet speed can range from 1 Mbps to 100 Mbps (Mbps = millions of bits per second or megabits per second). If you have a 50 Mbps connection, your data is transferring to your devices twice as fast as a 25 Mbps connection. Think of it as the difference between 50 miles per hour and 25 miles per hour
   ii. **Data Usage (capacity)**: Data usage is the measure of how much data you're consuming. The numbers you can expect to see in data plans could be anything from 1 GBs to 250 GBs, and in some cases you may have an unlimited data plan. (GBs = billions of bytes or Gigabytes)
   iii. Speakers should have a data speed of 1.0Mbps and a data usage of 4.0 GB for a four-hour session (for a standard quality video enabled session)
   iv. Speakers should have a data speed of 2.0Mbps and a data usage of 10.0 GB for a four-hour session (for a high definition quality video enabled session)

b. **Recommended bandwidth for Participants:**

    i. With video enabled: 4.0 GB for a four-hour session

    ii. For audio only: 2.0 GB for a four-hour session

Finance Strategy

32. The financial strategy for the virtual African IGF meeting(s) focuses on the most common expenses and tries to meet them by considering low-cost or cost effective options as much as possible. It encourages choosing technology tools and platforms widely in use and rich in functionalities to avoid paying separately for various virtual meeting needs. The strategy also recommends how and where to look for sponsors to raise funds leveraging the African IGF face-to-face meeting experiences.

33. Converting the African IGF from face-to face to virtual brings cost savings from travel, hotel, meals, venue rentals, furniture, audio/video equipment, stationery, cleaning and security staff to name but a few budget line items. However, to hold a successful virtual meeting, several budget items such as subscription cost of the selected technology, connectivity, the technical team who will ensure hassle-free participation, pre-recording keynotes/presentations/opening-closing messages, etc. are required. Thisstrategy attempts to cater for some expenses that may not be foreseen or listed by creating a miscellaneous category.

34. For a more productive, inclusive and representative deliberation of the AfIGF, there is a need to facilitate the participation of 5 - 10 stakeholders from each African country. The price for 1GB mobile internet in Africa varies from $0.68 to $75.20. The aggregated price of 1GB mobile internet for all the countries in Africa is approximately $500 (see infographic for 2019 estimated price). The required amount will be about $2,800 for 300 sponsored participants. If 4GB is required the cost would be $11,200 for 300 participants, panelist, etc.

Budget breakdown

No.	Description	Quantity	Cost $USD

No.	Item	Details	Amount
1.	Event Web applications (Scheduling, Captioning, Mailing list, Platform) for Plenary And parallel sessions up (to 10)	10 Host	4,000
2.	Connectivity bundles (Panelists, organizing committee members, volunteers, technical team members, sponsored participants, community hubs etc.)	300	11,200
3.	Simultaneous interpretation ($705/day/interpreter)	2 languages, 4 Interpreters, 4 days.	11,280
4.	Resource Persons & Technical Team	10	12,000
5.	Translation of the Toolkit into French	1	5000
6.	Miscellaneous		6,000
	Total		**49,480**

*Optional Budget Items

- **Mobile App Development (Android App & IOS)** - 2,724.00
  For a better engagement of attendees before, during and after the event, a mobile app can be built to increase interaction and allow the community to stay together using chats and also serve as a reminder to let the community know when the sessions are ongoing or about starting using push notifications.
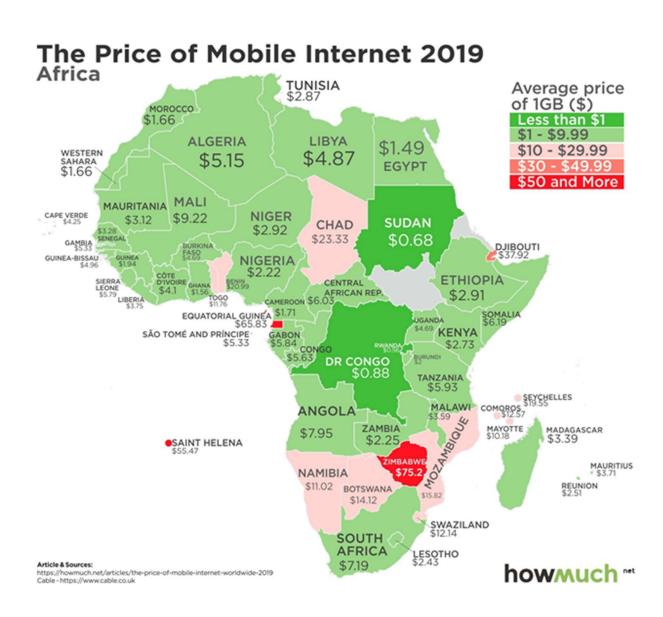
- **Sign Language Interpretation - $5,000**
  In order to have an effective and inclusive event having Sign language interpreters is key, this enables participants who are deaf or hard of hearing to join the event.

Sponsorship

35. Sponsors are usually private companies, intergovernmental organizations, Development and aid institutions, and NGOs active in the field of Information and Communication Technologies. The important thing to remember in looking for sponsors is to ensure their values are in alignment with the African IGF and its themes. Most sponsors want to deliver on their social responsibility, will be interested to increase awareness around their products, reach out to new target audiences, engage more with an existing audience, and build relationships and a community.

36. The best starting point is to find sponsors that have funded similar events or have been associated with the AfIGF through the years. In addition to the African Union and its Policy and Regulatory Initiative for Digital Africa (PRIDA) project, up to now the most regular sponsors of the African IGF are:

    a. The Internet Corporation for Assigned Names and Numbers (ICANN) https://www.icann.org/
    b. The Internet Society (ISOC) https://www.internetsociety.org/
    c. The Association for Progressive Communication (APC) https://www.apc.org/
    d. The Internet Governance Forum Support Association (IGFSA) https://igfsa.org/
    e. The African Network Information Centre (AFRINIC) https://www.afrinic.net/

In addition to being multi-stakeholder in nature and a platform for deliberation on Africa's pertinent digital ideas, the success of the African IGF owes a lot to the political and financial endorsement of African Governments as demonstrated in the form of hosting the annual event. The committee suggests keeping this financial and political capital even if the event is transitioned to virtual.

Finally, yet most importantly, as the host of the African IGF Secretariat, the AUC should continue to finance the core budget of the Forum, including its key activities and resource persons. The UN Economic Commission for Africa which used to fund AfIGF activities at the beginning of the process is called upon to provide financial support in addition to its current Knowledge Management activities.

The Price of Mobile Internet 2019
Africa

Average price of 1GB ($)
- Less than $1
- $1 - $9.99
- $10 - $29.99
- $30 - $49.99
- $50 and More

TUNISIA $2.87
MOROCCO $1.66
ALGERIA $5.15
LIBYA $4.87
$1.49 EGYPT
WESTERN SAHARA $1.66
MALI $9.22
MAURITANIA $3.12
NIGER $2.92
CHAD $23.33
SUDAN $0.68
CAPE VERDE $4.25
$3.28 SENEGAL
GAMBIA $5.33
GUINEA-BISSAU $4.96
GUINEA $1.94
BURKINA FASO $4.69
NIGERIA $2.22
DJIBOUTI $37.92
SIERRA LEONE $5.79
CÔTE D'IVOIRE $4.1
GHANA $1.56
BENIN $0.99
CENTRAL AFRICAN REP.
ETHIOPIA $2.91
LIBERIA $3.75
TOGO $11.76
CAMEROON $6.03
SOMALIA $6.19
EQUATORIAL GUINEA $65.83
$1.71
UGANDA $4.69
KENYA $2.73
SÃO TOMÉ AND PRÍNCIPE $5.33
GABON $5.84
CONGO $5.63
DR CONGO $0.88
RWANDA
BURUNDI $2
TANZANIA $5.93
ANGOLA $7.95
SEYCHELLES $19.55
MALAWI $3.59
COMOROS $12.57
SAINT HELENA $55.47
ZAMBIA $2.25
MAYOTTE $10.18
MADAGASCAR $3.39
NAMIBIA $11.02
ZIMBABWE $75.2
MOZAMBIQUE
MAURITIUS $3.71
BOTSWANA $14.12
$15.82
REUNION $2.51
SWAZILAND $12.14
SOUTH AFRICA $7.19
LESOTHO $2.43

Article & Sources:
https://howmuch.net/articles/the-price-of-mobile-internet-worldwide-2019
Cable - https://www.cable.co.uk

howmuch net

Role Players

37. The African IGF Secretariat plays the following role:

    a.   provision of administrative, logistical and organizational support

b. sourcing of funds

c. promotion of AfIGF activities

d. development of strategies on sustaining the AfIGF process

e. maintaining active e-mail lists, website

f. acting as a knowledge management hub

The African IGF Multistakeholder Advisory Group (AfIGF-MAG)

38. The main role of the AfIGF-MAG is to prepare the organization of the annual meeting of the African Internet Governance Forum. In cooperation with the AfIGF secretariat, the AfIGF-MAG main functions include:

● Manage the content of the annual AfIGF by

    a) determining the theme and sub-themes (after an inclusive consultation with stakeholders); and

    b) developing the structure and format of the annual meeting of the Forum.

39. In addition to the secretariat and the AfIGF-MAG, the following individuals make up the Technical committee:

● Graphic Designers: The graphic designer works with the approved community digital communication guideline to combine text and pictures in advertisements online.

● **Video Editors**: The **video editor** is a technically inclined individual that makes creative **video editing** decisions. A **video editor** is involved in **video** production and ensuring video services are clear on the call, record and upload post-webinar resources of the webinar. The video editors work closely with the technical support team.

- **Web Developers**: The web developers design, build, deploy and maintain a website where all information about the conference is found. Post webinar resources are also shared on the site.

- **Facilitators:** The session moderator directs meeting proceedings and ensures what is scheduled to happen at a time is happening. He or she ensures the start and the end of the meeting is adhered to.

- **Moderators:** The session`s main moderator steers conversations by asking questions and engaging speakers so as to keep the conversation centered on the topic. The questions to be asked are agreed by the organizers. After the moderated session, the audience are given the chance to ask questions. A co-moderator will stimulate engagement and link participants' inputs to the main discussions.

- **Speakers**: The speaker refers to the resource person who is a topic expert, working or conducting a research on the meeting's topic. The speaker explains and shares extensively on the topic discussed giving insight into it and giving a background on which further discussions or discourse is held.

- **Technical Operators**: The technical operator directs proceedings in breakout rooms. He or she adds meeting participants to these rooms and liaises with the technical support team in the wake of any hitches. Enabling/disabling video / audio should be managed centrally. During presentations, participants' audio should be muted and video disabled; those speaking will be unmuted.

- **Rapporteurs**: The rapporteur takes session notes and provides a meeting brief containing action items which is read after the session. The note is then explained in a more detailed report which is made available after the entire conference.

- **Social media managers**

- Technical Support Team: This team plays the utility role on the call handling all technical aspects of the call. They are also co-hosts who record session proceedings and upload them

Annex 1: Code of Conduct

National, Regional and continental IGFs value the involvement of every stakeholder and therefore are committed to creating a friendly and respectful platform for debating and discussing topical policy issues as related to the digital need of a respectful community. All participants at the National, Regional and continental IGFs are expected to show respect and courtesy to others. Any interaction should be professional regardless of platform used. To foster a positive and professional environment, we encourage the following kind of behaviors in IGF meetings and platforms.

- Be respectful of different viewpoints and experiences
- Have a consensus driven attitude
- Use a welcoming and inclusive language
- Accept constructive criticism
- Show respect and courtesy towards the National and Regional IGF community members

All participants are expected to abide by the principles of IGF while respecting and showing courtesy to others. Everyone is required to conform to this Code of Conduct.

References

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