

## **Main Sessions**

### **Second IGF Meeting Rio de Janeiro, 12-15 November 2007**

#### **Overview and context**

An overview of the preparatory process is contained in the programme paper on the IGF Web site: <http://www.intgovforum.org/>.

The meeting structure builds on the success of the first IGF meeting held in Athens in 2006 and takes into account the comments made in the stocktaking and planning processes, as submitted through online statements and at the meetings in Geneva on 13 February 2007, on 23-25 May and on 3 September 2007. However, the Rio de Janeiro meeting is not merely repeating the structure of the inaugural meeting, but will have its own character and will go beyond the Athens format. The informal, interactive multi-stakeholder format was generally seen as one of the key factors of the success of the Athens meeting and will be maintained as a guiding principle.

The basic format of the Athens meeting, with main sessions and workshops, will be maintained. The development orientation with a limited number of broad themes will also be retained as the organizational principle for the Rio de Janeiro meeting. Main sessions will be developed around each of the five themes: Critical Internet Resources, Access, Diversity, Openness, and Security. In addition, development and capacity-building are cross-cutting priorities.

One of the main 'lessons learned' from the Athens meeting was that panels should be smaller in size, with a maximum of 5-7 panellists.

The objectives will be to maximize the opportunity for open dialogue and the exchange of ideas; to try and create feedback loops between the different types of sessions; to create opportunities to share best practices, successful experiences and lessons learned, to listen, debate and learn as well as to identify key themes that would, in the future, benefit from the multi-stakeholder perspective of the IGF.

In order to meet these objectives, the following guidelines are provided to assist the work of the Chairmen, Moderators, Panellists and Discussants in each of the Main Sessions.

In order to keep the dialogue, panellists are kindly requested to refrain from making presentations, using presentation software, making speeches and reading papers.

#### **General structure**

- Main Sessions are oriented toward interactive dialogue;
- Each Main Session lasts for 120 minutes.
- Strict timekeeping will be enforced with the objective to allow for maximum interaction with the audience.

<b>Main Session general structure (120 minutes)</b>	
<b>Session Chairman</b> opens the Main Session	5 minutes
<b>Moderator</b> introduces the topic of the Main Session and the Panellists	8 minutes
Each <b>Panellist</b> provides a brief overview on the theme	4 minutes for each Panellist
<b>Interactive debate</b> among Panellists and Discussants, facilitated by the Moderator, and focused on key questions	20 minutes
<b>Interactive debate</b> in the form of Q&A involving the audience and remote participants	45 minutes
<b>Closing remarks</b> by Panellists	1 minute for each Panellist
<b>Closing remarks</b> by the Session Chairman	5 minutes

### Guiding principles

- The Main Sessions are meant to attract the interest of a broad audience of multi-stakeholder participants.
- Specific promotion of a given company, organisation or project should be avoided.
- Panellists and Discussants are encouraged to be dynamic and to the point and to avoid diplomatic formalism.
- The Moderators are requested to enforce the time limits. A time limit control will be put in place, including visual and/or auditory mechanisms (ticking clock / bells / traffic lights / color cards...) for this purpose.

### Roles

- *The Session Chairman:* sets the scene for the Main Session, introduces the Moderator and closes the Main Session.
- *The Moderator:* introduces the Panellists and Discussants and the topic and key issues to be discussed. He keeps the discussion focused, balances viewpoints by addressing questions to Panellists, Discussants and the audience. Provides instructions for audience participation. Tracks time rigorously, ensuring pacing according to the Main Session general structure. The Moderator will be assisted by a team of volunteers from the Advisory Group who will brief him beforehand on the substantive issues under discussion.
- *Panellists:* provide their introductory remarks on the Main Session observing the time limit, followed by an interactive dialogue facilitated by the Moderator, focusing on visions, lessons learned, trends and perspectives.
- *Discussants:* add value to the interactive discussion with punctual interventions and questions to the Panellists aiming at achieving a balance of different points of view and contributing with the Moderator to have the questions properly answered and focused. Their role is different from Panellists and, accordingly, are not expected to make statements of more than 2 (two) minutes.

- Chairmen, Moderators, Panellists and Discussants are invited to a preparatory meeting 60 minutes prior to the respective Main Session. All preparatory meetings will take place in Room *Aranjuez*, on the second floor, opposite the entrance to the Main Session Hall.
- Chairmen, Moderators, Panellists and Discussants are kindly requested to provide a short narrative bio of between 100 to 150 words to the IGF Secretariat, preferably by 8 November. The bios will be posted on the IGF Web site.