# DCAD Logo

# IGF DCAD Session on Workshop Proposals

# 26 February 2025

# Speaker: Muhammad Shabbir (Co-Coordinator, DCAD)

* Welcomed all participants and introduced the session.
* Explained the purpose of the meeting: discussing IGF proposals, submission modalities, and best practices for acceptance.
* Introduced the panelists, including members from the Secretariat and MAG.
* Emphasized the importance of submitting strong accessibility-focused proposals and ensuring the voices of persons with disabilities are incorporated in IGF sessions.

# Speaker: Anja Gengo (IGF Secretariat)

* Acknowledged the invitation and introduced Celine as the lead for proposal coordination.
* Expressed gratitude for the initiative to hold a session guiding IGF submissions.

# Speaker: Celine (IGF Secretariat)

* Provided an overview of the IGF session proposal process.
* Highlighted key deadlines:
	+ Call for session proposals, IGF booths, and remote hubs is open until **March 12, 2025**.
	+ MAG will evaluate proposals and select approximately **80 sessions** for the IGF program.
	+ The **MAG consultation meeting** to finalize selections will be held **April 14–16, 2025**, in Geneva and online.
* Encouraged active participation in the consultation meetings.
* Explained how accepted proposals will be announced **within a week after the consultation**.

# Speaker: Lito Ibarra (MAG Member)

* Discussed the significance of the **IGF 2025**, marking the **20th anniversary of the World Summit on the Information Society (WSIS)**.
* Stressed the **urgency of proposal submissions** as the IGF event is earlier in the year (June 2025).
* Explained the **evaluation process** for workshop proposals:
	+ **Initial screening** by the Secretariat (ensuring diversity requirements and compliance with proposal guidelines).
	+ **MAG review**, where members individually assess proposals based on:
		- **Proposed topic (20%)** – Must align with IGF’s four subthemes.
		- **Workshop content (30%)** – Clear structure, diverse perspectives.
		- **Policy questions (15%)** – Focus on addressing key digital policy issues.
		- **Engagement & hybrid strategy (15%)** – Effective audience interaction.
		- **Diversity (20%)** – Balanced gender, regional, and stakeholder representation.
	+ Encouraged proposals to reference key global frameworks such as the **Global Digital Compact** and **WSIS+20**.
* Provided **tips for successful submissions**:
	+ Ensure compliance with minimum requirements (gender balance, on-site speakers).
	+ Focus on an **engaging and diverse panel** with differing perspectives.
	+ Align with IGF subthemes and reference relevant **global digital policies**.

# Speaker: Gunela Astbrink (MAG Member, Accessibility Advocate)

* Advised **mainstreaming disability** across different IGF subthemes:
	+ **Universal access and digital rights** – Traditional accessibility topics.
	+ **Digital trust and resilience** – AI, cybersecurity, and misinformation from an accessibility perspective.
	+ **Sustainable and responsible innovation** – Technology for persons with disabilities.
	+ **Global digital cooperation** – Disability rights in governance frameworks.
* Stressed the importance of **lived experience of disability** in proposal narratives.
* Encouraged proposals to focus on **policy advocacy** using frameworks like:
	+ **UN Convention on the Rights of Persons with Disabilities (CRPD)**.
	+ **Sustainable Development Goals (SDGs)**.
	+ **Global Digital Compact**.
* Recommended **reading the IGF submission manual** carefully to avoid disqualifications.
* Highlighted **fewer session slots in 2025**, making competition tougher.
* Suggested leveraging the **IGF Resource Persons database** to find diverse panelists.

# Speaker: Judith Hellerstein (DCAD Co-coordinator)

* Asked about **extra evaluation points** for proposals partnering with IGF intersessional groups.
* Clarified that **no extra points** are given, but intersessional work relationships are considered for networking and collaboration.

# Speaker: Mohammed Ali Loutfy (Participant)

* Asked about:
	+ The **deadline for submissions** (confirmed as **March 12, 2025**).
	+ The **involvement of disability organizations** in past IGFs.
	+ Potential **financial support for workshop organizers**.

# Responses from Secretariat & MAG Members

* **On disability organizations**:
	+ Proposals **do not receive extra points** for involving disability organizations but are assessed under **diversity criteria**.
	+ Many disability-related proposals are received each year.
	+ IGF needs better **outreach** to organizations outside the tech community.
* **On financial support**:
	+ IGF travel support **deadline has passed** (Feb 17, 2025).
	+ **Dynamic Coalition on Accessibility and Disability (DCAD)** offers small grants for select participants.
	+ **Journalist fellowships for the Global South** are **open until March 7, 2025**.

# Speaker: Anja Gengo (IGF Secretariat)

* Confirmed that **alternative submission formats** (e.g., Word documents) are accepted for persons with disabilities.
* Encouraged **early submission** for proper processing and editorial rights on the IGF platform.

# Closing Remarks

* **Muhammad Shabbir & Judith Hellerstein** thanked participants and speakers.
* Highlighted **importance of diverse and well-structured proposals**.
* Encouraged **exploring alternative formats like lightning talks**.

# Links posted in Zoom Chat

* [Registration for the 2nd Open Consultation and MAG meeting](https://indico.un.org/event/1016623/)
* [IGF 2025 Workshop Submission Manual](https://www.intgovforum.org/en/filedepot_download/338/28728)
* [IGF 2025 overarching theme and subthemes](https://intgovforum.org/en/content/igf-2025-themes)
* [IGF resource persons](https://www.intgovforum.org/en/content/resource-persons)