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Asia Pacific Regional Internet Governance Forum Request For Proposals for Local Host

This document provides potential Local Host(s) of the Asia Pacific Regional Internet Governance Forum (APrIGF) with background information and hosting requirements of the event.

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1. Background Information

1. Since 2010, the Asia Pacific Regional Internet Governance Forum (APrIGF) has been held annually, together with the Youth Internet Governance Forum (YIGF), as a unique multistakeholder regional event and a part of the global Internet Governance Forum (IGF) process (<https://www.intgovforum.org/en/content/regional-igf-initiatives>). It serves as a platform for discussion, exchange and collaboration of Internet Governance issues in the Asia Pacific region.
2. The multistakeholder approach is a core principle of the APrIGF and of the IGF and National Regional IGFs (NRIs). There is emphasis on the diversity of participants and openness of the discussion. All APrIGF events are expected to advance these principles actively.
3. The APrIGF is led by the Multistakeholder Steering Group (MSG) which provides overall direction, themes and program management described further below.
4. The YIGF operates separately under the common principles with the APrIGF, as an initiative led by youth in engaging youth on Internet Governance issues and is organized annually and co-located with the APrIGF. It is led by an independent organizing committee driven by youth described further below.
5. **Important Note:** The [APrIGF Operations Manual](#) provides detailed information about the event and the operations of the MSG and its subcommittees. The Local Host should be familiarized with, understand and support the APrIGF Operations as put forth in the Manual and work closely with the APrIGF secretariat in its execution of the event. The document is available on the official website, under the MSG section.
6. Please visit <https://www.aprigf.asia> for more information, including documentation and links to past conferences. The APrIGF Secretariat (sec@aprigf.asia) is available to assist with any enquiries should further information be needed.

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1. Program Planning

Since the pandemic has occurred globally, the format of any events has entirely changed and a virtual platform has become an essential element. It is reasonable that APrIGF 2024 will continue to be conducted in a hybrid format, which combines the main physical events in the host country, meetings at local hubs and online participation. Decisions on how to cope with the dynamic situation and how to execute etc., which may differ from this document, will be made based on the consensus of the MSG and local host. The local host must be well aware, well prepared and flexible for any possible changes.

A. Asia Pacific Regional Internet Governance Forum (APrIGF)

1) Program Outline

The APrIGF consists of a 4-day program including the following elements:

- *Capacity building program*: Session for newcomers & fellows before the main conference
- *Opening plenary*: Welcome remarks and keynote speeches
- *Plenary sessions*: Selected sessions to be attended by all participants (usually occurring during the opening and closing plenaries)
- *Parallel sessions*: Run simultaneously on different thematic issues (up to 3 days).
- *Town Hall sessions*: Open microphone to contribute to the drafting of the [Synthesis Document](#) (1 hour each day)
- *Closing plenary*: Wrap-up session, summaries and closing speeches (up to 2 hours)
- *Co-located & side events*: Meetings or activities initiated by the community to be co-located with APrIGF (before, during or after the main conference)
- *Social Events*: Welcome reception/cocktail and closing social, as well as any other optional social and side activities the Local Host would like to propose and sponsor, provided that they do not affect the flow of the main event

The local host is responsible for organizing the opening & closing plenaries, and all social events, in consultation with the MSG. The rest of the program content, including plenary sessions, parallel sessions and capacity building program, is the sole responsibility of the MSG. Co-located events may be organised by the MSG, host, or any interested parties, but only with approval by the MSG.

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2) Reference Program Schedule

The following table provides a sample of an APrIGF schedule. The block schedule example below includes two parallel theme tracks along with Opening and Closing Plenaries as well as Town Hall Sessions, Welcome and Closing Social, and a Day 0 activity. While there is normally a Day 0 capacity building event followed by three days of conference with parallel sessions, there is flexibility for the Local Host, based on their understanding of the region, to propose changes. For example: During Day 0 organize sessions or workshops of local interest and for new attendees and Fellows. The prospective Local Host should identify any limitations in venue capacity and is encouraged to suggest alternative arrangements.

UTC	Day 0	Day 1	Day 2	Day 3
03:00 - 04:00	Capacity Building Program and/or Other co-located events (Joint activity with YIGF) ¹		Parallel Session	Parallel Session
			Parallel Session	Parallel Session
04:00 - 04:20		Opening Plenary	Break	
04:20 - 05:20			Parallel Session	Parallel Session
			Parallel Session	Parallel Session
05:20 - 05:40		Break		
05:40 - 06:40		Parallel Session	Parallel Session	Parallel Session
		Parallel Session	Parallel Session	Parallel Session
06:40 - 07:00		Break		
07:00 - 08:00		Parallel Session	Parallel Session	Closing Plenary
		Parallel Session	Parallel Session	
08:00 - 08:20	Break			
08:20 - 09:20		Town Hall Session	Town Hall Session	
After conference hours	Welcome Dinner for Fellows, MSG (and YIGF Participants)	Welcome Social		Closing Social

You may also refer to past agendas for reference:

¹ YIGF activities may be separately organized. Please see YIGF session below for further information.

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- 2021: <https://aprigf.org.np/program-schedule/>
- 2022: <https://conference.apnic.net/54/assets/apnic-54-aprigf.ics> (note that APrIGF 2022 was collocated with APNIC and the programs are displayed inline)

An archive of previous APrIGFs can be found at: <https://ap.rigf.asia/events/>

3) Multi stakeholder Steering Group (MSG)

The APrIGF Multistakeholder Steering Group (MSG) is a bottom-up, self-organized committee with members from around the Asia Pacific Internet community. The MSG is responsible for deciding the overall direction, themes and program content for each APrIGF. Regular conference calls are usually held bi-weekly during the year and up to weekly during the final preparation period; also face-to-face meetings are held where possible during related events such as the UN IGF. Please refer to the [MSG Operating Principles](#) for details.

Local Host representative(s) are encouraged to participate in the MSG meetings. The Local Host is required to appoint a focal person and join MSG meetings on a regular basis to provide updates on event preparations and for coordination on the program and logistics arrangement.

There are at least five committees within the MSG which will launch open calls for MSG volunteers every year to manage the annual conference. New committees may be formed if necessary. The Local Host shall nominate its representatives to these committees to help with coordination. The committees and their respective responsibilities are:

- *Event Committee*: logistics, planning, and timeline management.
- *Drafting Committee*: Development and editorials of the Synthesis Document.
- *Program Committee*: Workshop selection process and program management.
- *Fellowship Committee*: Fellowship Program including selection and training.
- *Stakeholder Engagement Committee*: Outreach including promoting the event and expanding our community.

4) Overarching Theme and Thematic Tracks

Each year, the APrIGF features an overarching theme and thematic tracks determined by the MSG. The Local Host is welcome to provide inputs to the MSG with consideration to local participants and communities to draw more interest from the local audience, and is encouraged to nominate a representative to be part of the MSG proceedings while selecting the themes and thematic tracks. A call for ideas from the wider community may also be initiated, depending on the timeline and consensus within the MSG.

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5) Call for Proposals

The main content of the APrIGF consists of workshops, tutorials and other working sessions which are initiated and organized by the community. These are scheduled in parallel streams (up to 3) which may address sub-themes of the meeting.

An open call for proposals is issued by the MSG, allowing the Internet community members to propose sessions through an open and competitive process. The Local Host is welcome to submit proposals, and these will be reviewed in the same manner as all others.

The MSG and local host are expected to actively reach out to their respective communities to promote the call for proposals and help attract high-quality responses.

The MSG mandates the Program Committee to review and select proposals, under an open and inclusive process (as defined in the [Program Committee Guideline](#)). The APrIGF Secretariat is responsible for supporting and managing the selection process of the workshops.

B. Youth Internet Governance Forum (YIGF) Camp

The YIGF has been organized together with the APrIGF since its first annual event in 2010. According to the [UN IGF records](#), the Asia Pacific regional YIGF is also the longest standing youth IGF initiative around the world. The YIGF is however a separate event led by youth from the Asia Pacific region to support youth participation in the nation, regional and global Internet Governance discussions. The Local Host is encouraged to include YIGF in its proposal and details can be found in Annex A below. All previous Local Hosts have included the support for YIGF.

The Local Host must be prepared to actively support YIGF participants who require a visa to enter the country.

2. Meeting Requirements

B. Conference Format

As mentioned earlier in this document, the hybrid format will apply to APrIGF 2024 and beyond. While local hubs are self-organized in other localities, the Local Host shall coordinate with the Secretariat to ensure that the virtual part of the conference is carried out smoothly as well. The Local Host should, for example, ensure good bandwidth at the venue, maintain the virtual meeting platform and support the Secretariat as online administrators and moderators.

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C. Conference Date

The APrIGF is normally held annually, in July, August or September. The Local Host shall propose specific dates of the conference in consultation with the MSG, taking into account the availability of suitable meeting venues. The proposed dates shall not clash nor overlap with any other major Internet conferences such as APNIC, APTLD, APAN, ICANN, IETF, SANOG, PACNOG meetings, etc; unless it is proposed to be held in conjunction with one of these.

If it is proposed to co-locate APrIGF with another event, full details of such arrangements should be provided in the proposal.

It is also preferred to hold the APrIGF at least 1 month before the UN IGF to allow sufficient time for the consolidation of discussion outcomes and the completion of the Synthesis Document after the APrIGF and before the global IGF.

D. Conference Venue

The accessibility and the cost of the meeting venue as well as necessary facilities available will be the key factors in the selection of local host. The suggested venue and accommodations must meet the requirements outlined below.

E. Meeting Space

The meeting space outlined below is for reference only, there could be a mix of different types of sessions, single or parallel tracks proposed and may be subject to change depending on the specific program and other requirements to be defined each year. In the case of limitations of the venue capacity for parallel sessions or the plenaries, the Local Host should propose fewer parallel sessions or indicate the capacity of the main hall, and make suggestions for overflow participation (e.g. virtually in another room).

The meeting spaces should be fully accessible for attendees with disabilities. A useful reference for accessible event planning is available at:

<https://zeroproject.org/wp-content/uploads/2019/12/Zero-Project-Conference-Accessibility-Guidelines-2019.pdf>

The meeting rooms should be in close proximity to each other and be blocked at least 1 day before the Day 0 of the event for set-up and preparation purposes.

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In addition to the required catering spaces under section G, conference venue should include dedicated networking spaces for attendees' use.

Venue Requirements

	Main Hall	Room 1	Room 2	Room 3	Lobby/ Open Space
Purpose	Plenary/Main Sessions	Parallel Sessions	Parallel Sessions	Secretariat Room	Breaks/ Networking/ Sponsor Booths
Setting	Classroom and Theatre	U-Shaped+ Classroom / Flexible *	U-Shaped+ Classroom / Flexible *	Board	Standing
Capacity	200- 250 people	50- 100 people	50- 100 people	10-20 people	200- 250 people
Minimum Facilities Required	3 laptops & 3 screens (1 set for presentation, 1 for live scribe, 1 for Zoom interface), 1 tablet for Q&A management, 6 microphones, power outlets, podium, AV system	3 laptops & 3 screens (1 set for presentation, 1 for live scribe, 1 for Zoom interface), 1 tablet for Q&A management, 6 microphones, power outlets, podium, AV system	3 laptops & 3 screens (1 set for presentation, 1 for live scribe, 1 for Zoom interface), 1 tablet for Q&A management, 6 microphones, power outlets, podium, AV system	Printer, photocopiers, tables and seating for 10-20 people	Informal lounge seating, café (standing) tables, tea/coffee bar

* At least one of the rooms chosen should allow for a flexible seating arrangement, in order to accommodate other meeting styles. Seating estimate to be decided in consultation with MSG.

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YIGF

	1 Main Room (Day 0 – Day 3)
Purpose	Plenary Activities & Group Discussions
Setting	Open space with free chairs and tables for re-arrangement based on agenda
Capacity	Approx. 70 - 100 people

F. Accommodation

Hotels near the meeting venue shall be identified and the local host shall negotiate a special package rate for the meeting participants which should include breakfast and in-room Internet access. The hotel booking links shall be made available on the event website at least 3 months in advance for the meeting participants to reserve their accommodation directly.

To suit participants' varying budgets, it is necessary to offer a range of accommodation options, including at least "2-star" and "3-star" standard, as well as potentially include budget hostels or dormitories within reasonable proximity of the meeting venue. If official hotels and the meeting venue are not within walking distance, a shuttle service shall be arranged between them.

Appropriate block bookings should be made for 150 people in total (to be confirmed by MSG), and reserved reasonably well in advance.

G. Catering

Two coffee breaks and a lunch break shall be catered each day for participants. For catering, basic and decent food and beverages should suffice, however there should be vegetarian and halal options. Drinking water should be provided throughout the meeting. Local host can identify sponsors for the coffee breaks, lunches and social dinners planned.

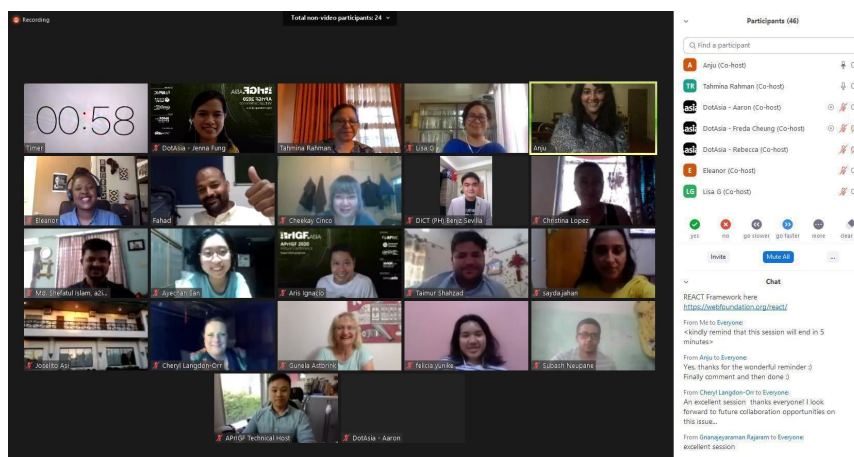
H. Technical Facilities

1) Remote Participation

Live video streaming with 2-way text-based interaction (text chat) platforms (Zoom is currently the most preferred platform) should be made available for remote participants for all sessions. Remote participation facilities must also be able to accommodate remote speakers/presenters

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as needed, ensuring suitable audio and video quality. Each session room shall be equipped with laptops to display presentation projection and facilitate remote participation. Prior testing shall be arranged with the remote speakers. The Local Host should work closely with the Secretariat and have dedicated staff / helpers in managing the virtual meeting rooms.



Example of Online Participation in APrIGF 2020

2) Transcription Service

Live transcription service in English should be provided throughout the meetings for ALL the sessions of the main conference. The Local Host is more than welcome to offer transcription service in other languages if budget allows.

All finished transcripts shall be supplied to the APrIGF Secretariat for uploading to the website after the event. The Local Host must check with the APrIGF Secretariat before uploading or publishing recordings and/or transcripts of the sessions after the live streaming of the sessions. This is to ensure that any potentially inappropriate content (e.g. caused by “zoom-bombing”) may be removed or redacted as appropriate before its publication.

The APrIGF does generally work with a dedicated remote transcription/captioning service provider and can be introduced to the Local Host, however, the Local Host may also propose alternative provider(s). Utilization of software (speech to text) for transcription is acceptable, however, the Local Host must support human proof-reading and correction of final texts. To ensure stable audio connection for remote transcription/captioning providers, a hardwired symmetrical Internet connection of 3Mbps minimum (5Mbps preferred) with a balanced XLR connection (preferred) or a balanced TRS connection (6.35mm) is required.

2019 Meeting Archive Reference: <https://2019.aprigf.asia/archive/>

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2020 Meeting Archive Reference: <https://ap.rigf.asia/2020-aprigf/#2020program>

2021 Meeting Archive Reference: <https://aprigf.org.np/program-schedule/>



APrIGF 2017: live scribe screen on the left



APrIGF 2022: remote participant screen

3) Interpretation

If English is not the Local Host language, 2-way simultaneous interpretation service may be provided for all the main conference sessions (including the youthIGF) sessions so as to ensure smooth communication between attendees, especially if local dignitaries are to be speaking in the local language(s). The translation/simultaneous interpretation should also be available as a choice for live video streaming/virtual participants.

The Local Host may also consider offering sign language interpretation if budget allows. The proposal should include details of the interpretation services.

4) Wireless Internet Access

There must be Wi-Fi access covering the whole venue and available free to all participants. Internet bandwidth at the venue should be provisioned such that it can support participants' access as well as live streaming requirements. A minimum dedicated link of 20 M bps is required to support the simultaneous Internet access for all participants. Ideally, a separate network shall be set up for remote participation facilities. All designated hotels and accommodation for fellows should also provide in-room Internet access facilities for guests, included in the negotiated room rate.

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5) AV / power equipment requirements

Audio and video systems should be arranged in all sessions for video recording and live streaming. Sufficient power cords/strips should be distributed throughout each room for participants' laptops. This should be provided for at least 50% of the room seating capacity.

I. Website

The Local Host is responsible for preparing and regularly updating a dedicated local event website for that specific year of APrIGF, which will be linked from the APrIGF official site. The website (and domain name) shall only be used for the purposes of that year's APrIGF. The website shall include, but not be limited, to the following information:

- General information about APrIGF and YIGF and the local hosts
- Travel information to the host economy, including visa requirements and health-related information e.g. COVID-19 updates, vaccination requirements.
- Meeting venue and accommodation options
- Program schedule & session information
- Speakers' bios
- News and updates
- Remote participation information
- Sponsorship information
- Archives (transcript and video)

The Local Host webmaster should be available and responsive to ensure that the latest information and corrections/updates are applied as needed. During the event, the Local Host webmaster must be continually available to upload files and make necessary updates to the website and especially to facilitate the video streaming.

The Local Host should develop and host the website and should work with the APrIGF Secretariat to archive the content within 3 months of the event's conclusion.

The Local Host's event website should be online for the period of minimum one year after the hosted event date to allow for smooth and successful migration and archiving of the website and materials.

J. Registration

In accordance with IGF principles participant registration must be free of charge and available online. Walk-in participants shall also be allowed to register on-site (upto venue capacity

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limitations). Local Host is responsible for onsite check-in and registration. Welcome kits and name badges should be ready for distribution at the registration counter. In order to ease congestion during registration, it is advisable for local host to divide the registration counters as follows:

- Speakers
- Registered Participants
- Walk-in Participants

An on-site registration list shall be provided to the Secretariat immediately after the event.



K. Visa assistance

The entry requirements and the ease of getting a visa to the designated host economy will be one of the considerations in the selection of the Local Host. The Local Host MUST prepare well in advance by determining requirements, liaising with local authorities, preparing invitation letters and to facilitate the visa processing for all participants (including YIGF participants). This includes issuance of invitation & visa letters (whichever required) to participants and speakers. Whereas the grant of visa is the sole prerogative of the host economy, maximum facilitation will be extended to the APrIGF participants.

L. Social Events

The Local Host is responsible for organizing official social events. Specifically, the Local Host should organize a welcome dinner on Day 0 for YIGF participants, APrIGF Fellows and MSG members; and a Welcome Social on the opening day (Day 1) for all the participants, including YIGF and APrIGF delegates; and, a Closing Social on the last day of the event. In the case of budget constraints, noting that such activities are excellent opportunities for Sponsorship to

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contribute to or cover, the Local Host should indicate which social events will be organized in its proposal.

Local sponsors are welcome to host any additional social event(s) or may be featured at the official social events. While it is not required to arrange dinner on every night of the conference, it is highly encouraged, budget permitting, to allow more networking opportunities for the participants and enable the participants to mingle.

M. Signage & Materials

Each meeting room shall be set up with the event backdrop behind the panel; proper signage shall also be set up throughout the venue. Such materials may be printed or in digital form. In addition, the Local Host usually also prepares a program booklet and a welcome kit with necessary and useful information. If the Local Host proposes a paperless approach, such arrangements should be included in the proposal.

All printed and/or digitally published materials shall be shared with the APrIGF Secretariat in advance for proofreading before printing. Sponsor logos should be recognised as appropriate, and designs for any printed or digital event backdrops, etc. should first be approved by the MSG. Sponsor booths could be part of the overall sponsorship category incentive (Platinum, Gold, Silver etc)

N. On-Site Personnel

Sufficient volunteers or staff shall be arranged by the Local Host for the on-site logistics with minimum human resource requirements as outlined below.

- *Registration counter:* at least 6 people to be deployed at the counter at peak registration time (the full morning of the first day) and at least 2-3 people shall remain throughout the rest of the meeting period
- *Parallel meeting rooms:* at least 2 A/V technicians at the console, 1 camera operator for webcast, 1 volunteer for handling microphones and collecting presentation slides, 1 remote moderator to control the remote participation chatroom
- *Official photographers and a video camera operator:* to appropriately document the event
- *Master of Ceremonies:* for the opening and closing plenary sessions

O. Collaboration with the APrIGF Secretariat

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While the APrIGF Secretariat is to support the MSG and working committees throughout the organization process, the Local Host shall work closely with the APrIGF Secretariat to ensure seamless coordinated logistics arrangements for respective conference proceedings. To ensure the meeting venue meets all the criteria as per this RFP, the MSG may decide to send the APrIGF Secretariat for a site visit prior to the event to examine and confirm the suitability of the venue and its facilities.

The Local Host is responsible for the travel costs of the APrIGF Secretariat team for the purposes of pre-conference preparations (e.g. site visit/event planning) **and** the conducting of the actual meeting. The total costs shall account for 2-3 persons trips covering return flight tickets (from the Secretariat office in Hong Kong), and 7-8 hotel room nights for each person's trip at the venue hotel. (If no site visit is required as determined by the MSG, the amount required would be reduced accordingly.) In the case of budgetary constraints, the Local Host must indicate whether and how the travel costs may be alternatively supported.

P. Use of Green Protocol

Mindful of the global concern about ecological and environmental impacts of human activities in general, and events in particular, the Local Host shall take special efforts to ensure that the event minimizes its ecological footprint through measures including, but not limited to, avoidance of the use of single-use plastic (including water bottles), reduction of food waste, maximization of the use of renewable energy, and by promoting the use of reusable and bio compostable materials (such as folders, name tags etc).

Q. Freedom of Expression and Safety

The local host should take all reasonable measures to ensure privacy, safety and freedom of expression during the conference and in using the Internet service at the conference venue.

R. Openness, Transparency and Accountability

The work of the Local Host shall be conducted in an open, transparent and accountable manner. The Local Host shall inform the MSG and relevant communities about their work plan by sending regular updates to the mailing list, posting them on the official website, and promoting the event activities through social media networks.

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3. Outreach

A. General Participants

The Local Host is responsible for promoting the conference and reaching out to different stakeholders and local communities to promote the attendance at APrIGF. An outreach plan should be prepared and shared with the MSG during updates at the regular meetings.

B. Invitations for Policy Makers

Local government officials and dignitaries shall be invited by the Local Host to the Opening or Closing ceremonies as honorable keynote speakers. In addition, the Local Host may also send out invitations to relevant government and parliamentary representatives of other countries in coordination with the Secretariat so as to enhance government and public sector participation. This should be coordinated in a timely fashion in order to maximize government and public sector participation.

C. Fellowships

The Local Host is encouraged to support and contribute where possible (potential sponsors, activity support or in-kind support) to maximize a successful [Fellowship Program](#). Travel arrangements including flight booking, accommodation and visa application assistance should be provided by the local host throughout the process. The application and selection mechanism of the Fellowship Program shall be developed by the Fellowship Committee of the MSG in coordination with the local host.

The budget available for Fellowship support shall be specified by the Local Host in their proposal for APrIGF. In the case that the Local Host is unable to support any Fellowship funding, it should also be included in the proposal.

D. Budgeting

The Local Host is responsible for the specified conference budget and should seek external financial support and solicit sponsorship from corporates and other appropriate organizations to help finance all expenses for delivering the event. The APrIGF Secretariat works closely with international and regional sponsors such as IGFSa, ICANN, APNIC Foundation, ISOC

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Foundation, etc., and the Local Host should work closely with the APrIGF Secretariat to coordinate with the sponsorship drive.

The budget forecast shall be shared with the APrIGF MSG Chairs and Secretariat. In cases where budgetary constraints are anticipated, Local Host must identify such issues in its proposal, and should work with the MSG and the Secretariat to contain costs and develop alternative deployment solutions without compromising the integrity of the APrIGF event. Please see Annex I for a budget template. Note that the cost projection template is for reference only and the items may vary.

4. Post-Conference Report

A conference report must be submitted to the MSG within 60 days after the event (this conference report is separate from MSG and committee reports which are produced by the respective committees) and it shall include but not be limited to the following:

- Conference overview (e.g. date, venue, no. of sessions, themes, etc)
- Statistics (e.g. registration numbers, on-site attendees, stakeholder demographics including gender, religion, economies composition, remote view rate, etc)
- Program (e.g. themes, program agenda, workshop sessions, content, etc)
- Thematic summaries from rapporteurs
- Logistics and personnel (e.g. list of official hotels, room set-up, remote facilities used, organizing committees, etc)
- News clippings (if any)

The conference report will be uploaded onto the [APrIGF website](#), and will be integrated into the [APrIGF report](#) submitted to the IGF.

5. Proposal Submission

Below is a brief summary of the responsibilities of the Local Host:

- a. Attend regular MSG meetings;
- b. Work closely with Secretariat and attend coordination meetings with Secretariat;
- c. Locate a suitable meeting venue and supporting hotels;
- d. Seek external financial support from sponsors;
- e. Plan, host and fund the social events;
- f. Manage the local logistics and arrange necessary human resources to support the event;
- g. Identify and invite government officials, and any dignitaries and local speakers;
- h. Perform outreach to targeted participants and the media (especially locally);

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- i. Assist attendees with visa invitation letters, immigration issues, and provide travel arrangement support to fellows (and YIGF participants);
- j. Provide content for and maintain the event website in collaboration with Secretariat;
- k. Provide a consolidated conference report for after the event which is delivered to the UN IGF.

Organizations/economies interested in hosting APrIGF shall submit a bidding proposal to sec@aprigf.asia. The proposal shall include the following aspects:

1. Overview
 - Hosting organization (Local Host)
 - Background information of the Local Hosts
 - Past experience in conference hosting / Related events participation
2. Location Information
 - Information about the destination/economy and travel routes from other locations / countries / economies
 - Travel options (e.g. available international direct flights, domestic transfers)
 - Visa requirements
 - Safety considerations
3. Conference
 - Suggested dates & schedule outline (based on availability of meeting venue)
 - Suggested themes (Subject to discussion and final decision by the MSG)
 - Proposed collocated/side-events
4. Recommended Facilities
 - Meeting venue (1 available meeting venue of choice and 1-2 back-up venue recommendations could be suggested with preference, respective costs and accessibility from the airport to be included)
 - Accommodation options (including travel distance to venue and estimated hotel rates per night)
 - A comparison chart of the respective venue/accommodation costs is preferred.
 - Details on the accessibility of facilities within the meeting venue including the accommodation.
 - Any maps or photos of the chosen venue is encouraged.
5. Manpower arrangement & contact info of key personnel of the Local Host
6. Financials
 - Budget forecast: the budget should include projections on organizing both APrIGF with detailed costs fulfilling all of the above meeting requirements.
 - The proposal should also indicate if support for YIGF is included.
 - Sponsorship (Any committed sponsors, secured funding or government support)

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Prepared by:
Secretariat of APrIGF & YIGF
DotAsia Organisation
Contact: sec@aprigf.asia

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1. Annex I: Youth Internet Governance Forum (YIGF)

Asia Pacific YIGF was first initiated by NetMission.Asia in 2010 and is the longest standing Youth IGF initiative according to the [UN IGF records](#). It is organized and facilitated by NetMission ambassadors, other youth leaders from the Asia Pacific region, and in conjunction with the Asia Pacific Regional Internet Governance Forum (APrIGF) annually, to raise awareness and build capacity for youth to join national, regional, and global Internet Governance (IG) discussions. Based on the mandate of IGF to bring people together from various stakeholder groups as equals, YIGF provides an open platform for the young generation to express and interchange their ideas and own thoughts on internet governance freely.

Each year, the YIGF is held as a multi-day (usually 2-4 days) meeting co-located physically along with APrIGF. Like the APrIGF, the YIGF is also envisioned to continue to be organized in a hybrid format with in-person/onsite and virtual/remote participants. Participants will be engaged in discussing hot issues related to IG with other young talents from the region and experienced speakers from the IG community. More information about past youth IGF could be found at <https://yigf.asia>.

A. Objectives

The Objectives of the YIGF are:

- Build the capacity of young adults to participate in Internet Governance discussions.
- Encourage youth to attend and bring contribution to actual Internet Governance discussion.
- Provide a platform for cultivating ideas to drive social change and further actualizing the initiative for a healthy and harmonious Internet.
- Develop a youth network on internet governance.

B. Program Outline

The YIGF is a platform for youth across the Asia-Pacific region to voice out their opinions on Internet Governance (IG). To empower youth with relevant knowledge and capacity to participate in IG discourse, the following elements are usually featured:

1) Roundtable discussions

Youth participants will be given the opportunity to explore hot topics, such as how the ramification of the Internet impacts geopolitics, and discuss with industry experts and young

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talents from across the Asia Pacific. The Roundtable components aim to let participants deepen their understanding on issues that are happening and actually affecting their daily lives, and to explore possible solutions from a youth perspective. These sessions also aim to get participants ready for their participation in the Asia Pacific Region Internet Governance Forum (APrIGF).

2) Meetup with industry experts

The policymaking process of the IG world is built on the global multistakeholder participation model. To provide YIGF participants with better understanding of the IG community, participants will be given the opportunity to meet with industry experts from different stakeholder groups, including government, civil society, technical community, academia, etc. These sessions aim to help participants get a better idea of what and how different stakeholders deal with particular issues during policy-making processes.

3) APAC Youth Leaders Dialogue

Youth leaders and representatives of different youth initiatives or national/local YIGFs from the Asia Pacific region are gathered at the Leaders Dialogue. These sessions aim to facilitate continual conversation among the youth community in the region and keep the younger generation in the community informed about the regional and global IG discourse that is going on.

4) Youth policy statement & presentation

Throughout the event, participants will be given chances to interact with industry experts and youth leaders from all around the world. Participants will form groups to do their group presentations by the end of the virtual camp, in order to bring out their opinions and possible policy suggestions on the overarching theme of yIGF. The ideas, examples, policies, or solutions suggested by participants through the roundtable discussion and their presentations will be recorded to establish a Youth Policy Statement in the Report of yIGF 2021, which will be submitted to and published on the official site of the Internet Governance Forum by the United Nations. The output of yIGF 2022 will also be referred to as the input for the Synthesis Document of APrIGF 2022.

5) Other Components

Other features and componential elements of the YIGF usually includes:

- Idea Wall – Guests sharing and brainstorming sessions on Internet Governance issues

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- Role Play Discussions – Each participant will be assigned the role of a certain stakeholder to simulate a multistakeholder discussion
- Internet Governance Thematic Game – Fun and interactive mass simulation game for participants to understand the thematic issues
- APrIGF Sessions – Attending the main conference and sessions of APrIGF

YIGF participants are expected to attend the APrIGF capacity building program, opening and closing plenaries, related workshop sessions, and social events. Also, by agreement of MSG and YIGF organizers, the APrIGF and YIGF programs may be coordinated flexibly, with combined/plenary sessions where appropriate.

Photos reference: <http://www.facebook.asia/YIGF.asia/>

Past event agenda:

- <https://ap.rigf.asia/2020-aprigf/#2020YIGF-agenda>
- <https://yigf.asia/yigf-2022-program.html>

C. Organization

YIGF is open for application every year, primarily targeting students at the tertiary education level or above in the local community of the Local Host, as well as across the Asia Pacific region. Promotion and recruitment is reliant on the Local Host, especially in connecting with local universities and registered tertiary institutions for interested participants. The size of the target participant group is around 50-80 pax, of which a majority are expected to be from local tertiary education institutions.

Increasingly in recent years, sponsored youth participants from other localities beyond the Local Host is also included. Such participants are supported by their respective local communities (not the Local Host).

1) Program Development

The development of the YIGF program is led by youth from the Asia Pacific region and facilitated by NetMission.Asia (<http://www.netmission.asia>) together with input from the APrIGF MSG. The Local Host is welcome and invited to contribute to the development of discussion topics. NetMission Ambassadors are responsible for deciding the program schedule and facilitation. The local host should provide secretarial support for local logistics and promotion.

2) NetMission.Asia

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NetMission.Asia is a network of passionate youth from Asia Pacific dedicated to engaging and empowering youth on IG discourse with the aim to enhance youth mobility and create impact in Asia. Students from top tertiary institutes or universities are recruited every year and provided with a series of training workshops on IG issues (NetMission Academy). The NetMission program is supported by DotAsia and endeavors to empower young minds and to constructively contribute to the local, regional and global Internet governance discourse through organizing of local Youth IGF initiatives, international conferences, and community projects.

NetMission Ambassadors (graduated NetMission Academy recruits) actively participate in various international Internet conferences, including ICANN meetings, IGF, APrIGF, Asia Pacific Internet Governance Academy (APIGA), and the Asia Pacific Next Generation Camp (APNG Camp).

D. Local Host Requirements

1) Venue Requirements

It is preferred that The APrIGF and YIGF be held in a single venue, or in neighboring venues. YIGF has also been held at a separate venue and before the APrIGF, with YIGF participants joining the APrIGF afterwards, with debriefing sessions held at the APrIGF venue.

Depending on the support from the Local Host, the YIGF may be implemented as: 1. an event held prior to the APrIGF, with participants continuing to participate at the APrIGF; or, 2. in parallel with the APrIGF.

For an implementation as an event held prior to the APrIGF, the following meeting venue facilities are required:

	1 Main Room (2-3 days)
Purpose	YIGF Activities & Group Discussions
Setting	Open space with free chairs and tables for re-arrangement based on agenda
Capacity	Approx. 50-100 people
	1 informal / formal gathering space (Day 0 – Day 3)
Purpose	Debriefing sessions held at beginning or end of each APrIGF event day.
Setting	Open space (no requirement for tables/chairs/room)

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Capacity	Approx. 50-100 people
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For an implementation as an event held in parallel with the APrIGF, the following meeting venue facilities are required:

	1 Main Room (Day 0 – Day 3)
Purpose	YIGF Activities & Group Discussions
Setting	Open space with free chairs and tables for re-arrangement based on agenda
Capacity	Approx. 50-100 people

E. Accommodation, Interpretation, Recruitment and Visa Requirements

The implementation of the YIGF is dependent on financial support for participants. The Local Host supports accommodation for local and International youth participants. Accommodation for YIGF participants are often separate from APrIGF hotels and arranged at local hostels or university dormitories. The Local Host should include the level of support (number of participants and type of accommodation) offered in support of the YIGF. The number of accepted YIGF onsite participants will depend on the Local Host support along with other support for youth in their locality of origin.

If English is not the host country's local language, and if local dignitaries are invited to speak at the YIGF in the local language, 2-way interpretation service should be provided. In the case where local participants are anticipated to require interpretation to ensure smooth communication with regional and international participants, interpretation service may also be considered for YIGF sessions.

The Local Host is tasked with supporting the outreach and recruitment of YIGF participants to local universities and appropriate youth communities.

The Local Host must be prepared to actively support YIGF participants who require a visa to enter the country.

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2. Annex II: Sample of Budget Estimation

Expense Items	APrIGF		YIGF ²	
	Local Currency	USD / In-Kind	Local Currency	USD / In-Kind
Meeting Room Rental				
Accommodation (YIGF)				
Catering (Coffee and lunch)				
AV Facilities				
Wifi (If procured separately)				
Interpretation Service				
Live Transcribing Service				
Live Video Streaming Facilities				
Other Tech Costs (if applicable)				
Transportations (if any)				
Social Events				
Signage & Conference Materials				
Conference T-Shirts (Optional)				
Welcome Kit				
APrIGF Secretariat Support				
Onsite Support (if not volunteers)				
PR and Marketing				
Event Management (if any)				
Fellowship				
Miscellaneous				
Total				

² Prospective Local Hosts should indicate whether it will fully, partially, or will not support YIGF activities.