

Submitting Workshop Reports

Guide V1.1
11/10/2011

IGF Secretariat

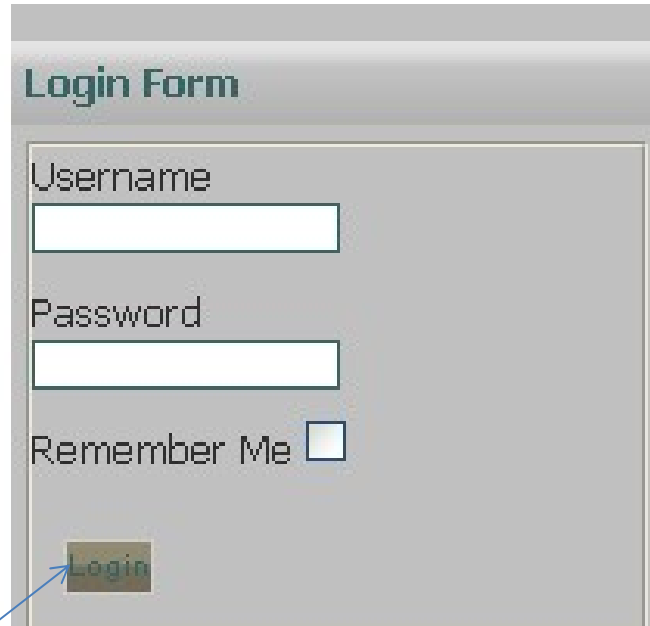
1. Go to the Website

- www.intgovforum.org



2. Login

- Login using the username and password you used to create the workshop proposal

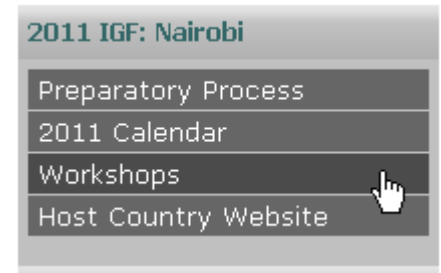


The image shows a screenshot of a web application's login form. The form is titled "Login Form" and is contained within a grey-bordered box. It features three input fields: "Username" and "Password", both of which are empty. Below these fields is a "Remember Me" checkbox, which is currently unchecked. At the bottom of the form is a "Login" button, which is highlighted with a blue arrow pointing to it from the text "Click login" in the adjacent list item.

- Click login

3. Workshops section

- Click “Workshops” on the left menu
- Click “Manage your proposals”








4. Click to edit workshops


Workshop Proposals

List of Your Proposals:

Click on the title to edit your workshop

-  • 101. Are we meeting the challenges of bringing content and access to the world?, Access and Diversity, 2011-06-17 09:12:44 *(ACCEPTED)*
-  • 263. Internet for Knowledge:Free and Open Classrooms across Continents, Internet Governance for Development [IG4D] (Cross cutting Priority), 2011-06-17 09:28:38 *(NOT ACCEPTED)*
-  • 192. □ MOBILE INTERNET, ITS REGULATION AND ITS CONNECTION WITH INTERNET GOVERNANCE, Internet Governance for Development [IG4D] (Cross cutting Priority), 2011-06-17 09:26:23 *(MERGER CANDIDATE)*
-  • 4. Internet Governance and ICT for Development:, Internet Governance for Development [IG4D] (Cross cutting Priority), 2011-06-17 09:13:45 *(PENDING)*
-  • 210. Innovator Roundtable: An Intergenerational Dialog with Internet Entrepreneurs, Internet Governance for Development [IG4D] (Cross cutting Priority), 2011-06-17 09:33:25 - *awaiting approval (Edited)*

 Workshop can be edited

 Workshop can NOT be edited

5. Restrictions

- Only workshops with Status “ACCEPTED” OR “PENDING” can be edited
- Workshops with Status “NOT ACCEPTED” and “MERGER CANDIDATE” can **NOT** be edited.

6. Access Report Submission

- Click on the button “Submit Report”

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shop:

Submit Report

Participation Principle



7. Submit Report

- Fill the details and the spam check

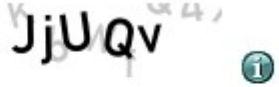
Editing your workshop: [Submit Report](#)

Report by:

A brief substantive summary and the main events that were raised:

Conclusions and further comments:

Report upload: No report uploaded. Upload: [Choose File](#) No ... en

Please type the characters you see in bold in the picture: JjU Qv ⁴ 

Please note that workshops are expected to adhere to the multi-stakeholder principle, including geographical and gender diversity and to provide different perspectives on the issues under discussion.)

[Save Workshop](#) [Personal Workshop Proposals list](#)

- Click Save Workshop

8. Verify you report

- Go to: the list of workshops:
<http://www.intgovforum.org/cms/w2011/list-of-workshops-2011>
- Click on the link of your workshop
- Click on “Jump to report”
- Check you data

The screenshot shows a web page for a workshop report. A blue arrow points from the text 'Jump to report' in the list above to the 'Jump to report' link on the page. Another blue arrow points from 'Check you data' in the list above to the 'Report upload: link' on the page.

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^Top
Report:
Reported by: me

Number: 67 Jump to report

Principles

Report upload: link

A brief substantive summary and the main events that were raised:
test summary

Conclusions and further comments:
test conclusion