GLOBAL NETWORK OF **INTERNET AND SOCIETY** RESEARCH CENTERS

Standard procedures for NoC regional meetings

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Context and purpose of this document

On 1 June 2015, the NoC Steering Committee decided to activate a Working Group coordinated by the Nexa Center to define a **standard approach for the organization of NoC regional meetings**, i.e., academic symposia, conferences, or workshops organized and hosted by at least one NoC participant.

The main purpose of this document is to make available to all NoC participants criteria, roles, and templates in this respect, consistent with the NoC Roadmap 2015 / 2016, and in particular its indications on the NoC Events (all of which are described at http://www.networkofcenters.net/events).

Overall approach

The NoC holds a yearly global annual meeting, participates in international fora - e.g., within dedicated sessions - and encourages its participants to organize and host regional meetings, even in collaboration between more than one Center, and with the support / supervision of the NoC coordinator and the NoC Steering Committee members. On average, since 2013, 4 NoC regional meetings / year have been held.

As noted in the NoC Roadmap, "*As an important and foreseeable objective, the Network will seek to enhance participation by actors in the field of Internet & Society from **developing countries and/or institutions with extremely constrained resources**. Network participants are encouraged to consider ways in which they can work together to provide, as appropriate, financial support or other support to their peers, for instance in the form of travel stipends to NoC-wide events or other meetings. This could be a valuable and truly practical contribution of the Network to capacity building in the Internet and society space, particularly with regard to fostering the cultural and geographical diversity of the network.*"

Acceptance procedure and criteria

The NoC meeting should be proposed to the NoC coordinator so that it can be shared with the NoC Steering Committee in a two-weeks silent consent. Criteria for the acceptance encompass:
- relevance with respect to Internet & Society topics;
- adequate format (see the dedicated section in this document);
- moreover, the host center should demonstrate in advance that they have a concept to ensure diversity and balance as regards speakers and panellists (including gender, categories of stakeholders, ethnicities).

Format

The NoC regional meetings shall adopt a format that covers both of the following aspects.

1. **Thematic lead by the host institution – regional or thematic focus**, with the goal of demonstrating research activities in a particular region or within a thematic focus that is particularly relevant for that region.

2. **Network contribution – focus on questions of relevance to mapping the field of global Internet and society research**, with the goal to derive diverse insights at global level.

Whenever possible, the event organizers will take the opportunity to facilitate discussion on **Network lead – organizational issues relevant to the Network of Centers**, e.g., in the form of a meeting of the Steering Committee, Working Groups, or NoC participants.

In any case, and especially if the meeting is invitation-only, it should be designed and advertised so that all NoC centers have the opportunity to participate.

Roles and responsibilities in the organization

The following table summarizes the typical tasks to be fulfilled for the organization of a NoC regional meeting, and the distribution of responsibilities. In particular, the hosting institution is responsible for the coordination of logistics and practical arrangements. The definition of the program is made in cooperation with the NoC coordinator and Steering Committee members (which are available to suggest speakers and propose amendments to ensure accordance with NoC guidelines, if needed).

Task	Host institution	NoC Coordinator	NoC Steering Committee
Logistics & practical arrangements, also re: speakers	R	not involved	not involved
Program definition (topics & speakers)	R	S	S
Invitations to speakers	R	(S)	(S)
Communication	R *(toward the local network)*	R *(toward the global network)*	S
Funding	R	S	S
Call for papers (if any)	R	R *(toward the global network)*	(S)
NoC meeting materials (including a short video summary)	R	R (publication in the NoC website)	not involved

R=Responsible; S=Supporter; (X)=Only if needed.

Timing

The organization of a NoC regional meeting shall adhere, whenever possible, to the following timing (with exceptions to be evaluated case by case by the NoC coordinator; especially in the case of workshops that allow for an agile organization):

- **6 months before the meeting date:**
  - proposal to organize the meeting by the host institution to the NoC coordinator or NoC Steering Committee;

- **5 months before the meeting:**
  - final date defined by the host institution;

○ key speakers invited;

- **4 months before the meeting:**
  ○ overall structure and topic(s) defined;

- **2 months before the meeting**:
  ○ stable version of the meeting program available and disseminated through the NoC channels (e.g., as save-the-date and the like);

- **1 month before the meeting**:
  ○ final program available;
  ○ reminders disseminated through the NoC channels;

- **1 month after the meeting**:
  ○ materials (e.g., presentations, videos) published in the NoC website and disseminated through NoC channels and the local network of the hosting institution.

Funding

The hosting institution is in charge of ensuring resources for the meeting organization, also via external sponsorships. The NoC coordinator and the NoC Steering Committee members are available to provide advice in this respect.

Communication

The NoC coordinator will ex-ante and ex-post communicate the NoC meeting via:
- the NoC internal mailing list;
- the NoC public mailing-list, Netsociety, and the NoC announcements mailing list;
- the NoC Twitter and Facebook accounts;
- the NoC website (http://networkofcenters.net/events).

The hosting institution will ex-ante and ex-post communicate the NoC meeting throughout its local network.

Use of logos

If the NoC regional meeting is accepted by the NoC Steering Committee, the organizing institution is entitled to use the NoC logo. Depending on their formal status as co-hosts, logos of NoC centers might be added.

Document templates

- Meeting agenda / program (document)
- Meeting agenda / program / materials (NoC website)
- invitation
- No standard template is provided for Calls for Papers, whose contents largely depend on contextual aspects.