

**EuroDIG**  
European Dialogue on Internet Governance

*Safeguarding human rights by balancing regulation and innovation*  
12-14 May 2025, Strasbourg / France



Council of Europe Conseil de l'Europe

Host



*In cooperation with*



# Moderators briefing for Main Sessions

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Session format 90 min sessions:

- all Main Sessions are **not** panel discussion!
- 30 min input / expert presentation (2-4 speaker)
- 45 min discussion with the entire audience
  - prepared 2 min interventions
  - spontaneous interventions
- 15 min agreeing on the messages with the audience in consensus

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# Moderators briefing for Main Sessions

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## How to start the session?

- The “Master of Ceremony” welcomes people, eventually has house keeping announcements, hands over to the remote moderator.
- Remote moderator will open the session with
  - welcoming people online and in the room,
  - read out the session rules,
  - hand over to the session moderator.

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# Moderators briefing for Main Sessions

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What is expected from the moderator?

- introduce input speaker / key participants
- manage the 45 min discussion with the audience
  - call on participants by the seat numbers or by the names that signed up for interventions
  - handle spontaneous interventions (online and on-site)
  - enforce 2 min speaking time for all interventions
- moderate the agreement on the messages

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# Moderators briefing for Main Sessions

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How to handle pre-prepared statements (each of 2 min)?

- A slide is displayed in the room (name, affiliation, online / onsite).
- Call them by their names one by one.
- They are required to raise hand to signal they are ready to speak.
- In case of no reaction move on - the speaking slot is lost.
- Online participants are required to switch on the camera and have a working audio (spent no time for technical errors).
- Enforce 2 min speaking time (cut them off).

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# Moderators briefing for Main Sessions



- Hemicycle (600 pax)
- 2 monitors for online participants and slides (both monitors show the same)
- AI generated captioning in Zoom only

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## Moderators briefing for Main Sessions



- Remote moderator sits next to the session moderator and indicates when a remote participant would like to take the floor

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## Moderators briefing for Main Sessions



- back drop monitor for the session moderator displaying zoom timer and slides (changing)
- secretariat is operating the 2 min speaking timer
- 2 min limit does not apply for input speaker

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## Moderators briefing for Main Sessions



- moderator stands in the middle of the arena
- no panel
- lectern for keynote speakers and moderator
- all-purpose laptop is at the lectern

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## Moderators briefing for Main Sessions



- participants that singed up to make a 2 min intervention will be displayed on a slide
- spontaneous intervention shall be given the floor too
- moderator to find a good balance

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## Moderators briefing for Main Sessions



- 2 seats share a microphone
- every seat has a number for the moderator to call on them
- enforce 2 min speaking time for each participant during the open discussion
- move on in case of no reaction or technical errors

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## Moderators briefing for Main Sessions



- for participants to ask for the floor: press the button + raise the hand
- the button will indicate technicians to open the mic
- raised hand to notify the moderator

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# Messages

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- Messages are drafted by the programme committee
- presented to the audience at the end of the session
- agreed in consensus (no major objections)
- forward looking, action oriented, only include what was discussed
- 3 bullet points, no debate on details (!)
- details to be solved on the commenting platform:  
<https://comment.eurodig.org/eurodig-2025-messages/>
- must be finalised **by 25 May ! (hard deadline)**

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