**SUMMARY OF THE KIGF WORKING GROUPMEETING HELD ON**

**18TH APRIL, 2013 AT Ihub**

**Present:**

1. Paul Muchene – Meeting chair
2. Davis Onsakia
3. Jane Muriuki
4. Gideon Rop
5. Liz Orembo- Taking notes

**Apologies:**

1. Barrack Otieno

**1. UPDATES**

The team made a conclusion on the call for topics. The topics are to be lifted to the KIGF and ISOC KE website after approval from the members.

The team needs to choose moderators for both online and the physical events. It was agreed that the moderators should be familiar with the subject matters.

**2. Venue**

Strathmore will provide comfortable sitting places for 120 people. The team is to work on remote participation in Multimedia University and iHub. There were suggestions for the team to do an outreach program to the students so that they can be familiar with the event as well as ISOC.

**3. Publicity**

We can get the media and other stakeholders informed about the event through Strathmore’s PR, social media sites and ICT Africa. The meeting suggested that we use *eventbrite* for registration.

**4. Sponsorship**

Ali volunteered to sponsor for the KIGF website. Paul is to have a meeting with the representatives for 3 mice and brief them on what the chapter wants.

There were suggestions for Commonwealth to come in as a sponsor and cater for transport and meals for the panelists.

The meeting agreed that the working group should reach UNESCO to provide links for partnership and also to take part as panelist.

1. **Invitations**

The team will start working on key invitations next week. The invitations should also include the new cabinet secretary and other people in government.

The meeting ended at 7.12