



MONTRÉAL

2-8 November 2019

ANNUAL GENERAL

JULY 2019						
SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2019						
SU	MO	TU	WE	TH	FR	SA
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2019						
SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019						
SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2019						
SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Event Production Calendar

	JULY				AUGUST				SEPTEMBER					OCTOBER				NOVEMBER			
Week Starting:	8	15	22	29	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25
IMPORTANT DATES					90-DAYS OUT		75-DAYS OUT		60-DAYS OUT		45-DAYS OUT		30-DAYS OUT		15-DAYS OUT						
22 JULY - 2 AUGUST: Open Call for Topic Proposals (HIT/CC)																					
8 AUGUST: Production Call 1: Plenary Topics																					
14 AUGUST: Final Topics Posted in Block Schedule																					
21 AUGUST - 4 SEPTEMBER: EMS Submissions Period 1: Plenary Sessions and SO/AC Early Start																					
4 SEPTEMBER: All Plenary Sessions Due in EMS																					
5 - 18 SEPTEMBER: EMS Submissions Period 2: All (NON- PLENARY) Session Requests																					
19 SEPTEMBER - 2 OCTOBER: Room Allocations; Conflict Resolution																					
26 SEPTEMBER: Production Call 2: Schedule Review; Conflict Resolution																					
2 OCTOBER: Schedule Closed; No Further Changes																					
3 - 11 OCTOBER: Schedule Website Build; Final Session Overviews / Agendas entered in EMS																					
14 OCTOBER: Schedule Posting Deadline (15 Working Days)																					
14 - 17 OCTOBER: ICANN66 Prep Week (Webinars TBD)																					
30 OCTOBER: Sign-Up Rooms Open in EMS																					
2-7 NOVEMBER: ICANN66, Annual General Meeting																					

TOPIC PROPOSALS DUE 2 AUGUST 2019

8 AUG:

14 AUG: TOPICS POSTED

21 AUG - 4 SEPT: EMS SUBMISSIONS PERIOD 1

4 SEPT: PLENARIES DUE IN EMS

5-18 SEPT: EMS SUBMISSIONS PERIOD 2

19 SEPT - 2 OCT: ROOM ALLOCATIONS; CONFLICT RESOLUTION

26 SEPT:

2 OCT: SCHEDULE CLOSED

3-11 OCT: WEBSITE BUILD

14 OCT: SCHEDULE POSTED

14-17 OCT: PREP WEEK

30 OCT: SIGN-UPS OPEN

2-7 NOV: ICANN66, ANNUAL GENERAL MEETING

ALL REQUESTS MUST BE SUBMITTED IN EMS BY 18 SEPTEMBER 2019

- Open / Closed / Private Sessions
- Catering and Technical Service Orders
- Pre-Meetings & Approved Workroom Reservations

New events or service orders will not be accepted past the deadline. Changes to existing reservations will be permitted through 2 October 2019

SCHEDULE CLOSED - NO FURTHER CHANGES ALL CATERING & TECHNICAL SERVICES FINAL 2 OCTOBER 2019

Service Orders with missing information such as phone bridge / passcode details or budget IDs for catering orders will be **Subject to Cancellation without Notice**.

FREQUENTLY ASKED QUESTIONS

Q: Can I request changes to the date/time of my reservation after the EMS Session Request Period ends on 18 September?

A: Yes, users may request changes to the date/time of their reservations or changes to service orders through 2 October by emailing tanzanica.king@icann.org.

Q: Why can't I add NEW catering or AV to my reservation after the EMS Session Request Period ends on 18 September?

A: Rooms at the ICANN Meeting vary in size as well as service capabilities. Therefore, knowledge of the required services for each session is critical to successful room assignments.

Q: Can I update my session description and agenda after the schedule is posted on 14 October?

A: Yes, session details may be updated in EMS through the duration of the ICANN Meeting. Changes will update automatically on the public schedule at least once per day. PLEASE NOTE: ALL PUBLIC SESSION REQUESTS MUST INCLUDE A SESSION DESCRIPTION UPON SUBMISSION BY 18 SEPTEMBER TO BE CONSIDERED FOR THE SCHEDULE.