



17-22 October 2020

**VIRTUAL ANNUAL GENERAL**

July 2020						
S	M	T	W	T	F	S
			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 2020						
S	M	T	W	T	F	S
						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 2020						
S	M	T	W	T	F	S
			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 2020						
S	M	T	W	T	F	S
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

Event Production Calendar																
	JULY				AUGUST				SEPTEMBER				OCTOBER			
Week Starting:	7	14	21	28	3	10	17	24	7	14	21	28	5	12	19	26
IMPORTANT DATES		90-DAYS OUT		75-DAYS OUT		60-DAYS OUT		45-DAYS OUT		30-DAYS OUT		15-DAYS OUT				
<b>30 JULY - 7 AUGUST:</b> Open Call for Topic Proposals (HIT/CC)																
<b>13 AUGUST:</b> Production Call 1: Plenary Topics																
<b>18 AUGUST:</b> Final Topics Posted in Block Schedule																
<b>19 - 28 AUGUST:</b> EMS Submissions Period 1: Plenary Sessions and SO/AC IW Week																
<b>29 AUGUST - 4 SEPTEMBER:</b> EMS Submissions Period 2: All (NON- PLENARY) Session Requests																
<b>5 - 15 SEPTEMBER:</b> Room Allocations; Conflict Resolution																
<b>10 SEPTEMBER:</b> Production Call 2: Schedule Review; Conflict Resolution																
<b>16 SEPTEMBER:</b> Schedule Closed; No Further Changes																
<b>17 - 25 SEPTEMBER:</b> Schedule Website Build; Final Session Overviews / Agendas entered in EMS																
<b>28 SEPTEMBER:</b> Schedule Posting Deadline (15 Working Days)																
<b>5 - 9 OCTOBER:</b> ICANN69 Prep Week (Webinars TBD)																
<b>13 - 15 OCTOBER:</b> SO/AC Internal Work Week																
<b>19 - 22 OCTOBER:</b> ICANN69   Annual General Meeting																
	7	14	21	28	3	10	17	24	7	14	21	28	5	12	19	26
	JULY				AUGUST				SEPTEMBER				OCTOBER			

**TOPIC PROPOSALS DUE**  
7 AUGUST 2020

13 AUG:  
Production Call 1: Plenary Topics

18 AUG:  
TOPICS  
POSTED

19-28 AUG:  
EMS SUBMISSIONS  
PERIOD 1

29 AUG - 4 SEPT:  
EMS SUBMISSIONS  
PERIOD 2

5 - 15 SEPT:  
ROOM ALLOCATIONS;  
CONFLICT RESOLUTION

10 SEPT:  
Production Call 2:  
Schedule Review; Conflict Resolution

16 SEPT:  
SCHEDULE  
CLOSED

17 - 25 SEPT:  
WEBSITE BUILD

28 SEPT:  
SCHEDULE  
POSTED

5 - 9 OCT:  
PREP WEEK

13-15 OCT:  
SO/AC IW  
WEEK

19 - 22 OCT:  
ICANN69 AGM

**ALL REQUESTS MUST BE SUBMITTED IN EMS BY**  
4 SEPTEMBER 2020

- No Closed / Private Sessions - Not posted for virtual mtgs
- Open Sessions must be within "Hamburg" working hours

**SCHEDULE CLOSED - NO FURTHER CHANGES**  
ALL TECHNICAL SERVICES FINAL  
16 SEPTEMBER 2020

Session requests with missing information such as phone bridge / passcode details or session descriptions 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 4 September?**  
A: Yes, users may request changes to the date/time of their reservations or changes to service orders through 15 September by emailing [tanzania.king@icann.org](mailto:tanzania.king@icann.org).

**Q: Why can't I add NEW Interpretation services to my reservation after the EMS Session Request Period ends on 4 September?**  
A: Language Services is limited with service capabilities (max 90mins per session). Therefore, knowledge of the required services for each session is critical to successful resource assignments.

**Q: Can I update my session description and agenda after the schedule is posted on 28 September?**  
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 15 SEPTEMBER TO BE CONSIDERED FOR THE SCHEDULE.**

**Q: Why can't I request a closed session or have it posted on the public schedule website?**  
A: Due to the nature of virtual meetings and for security reasons, we will not post closed sessions to the public schedule. Only sessions open to the public will be posted. Closed sessions will need to send out private invites to the attendees and be managed by support staff. Public participation URLs will be published 24 hours prior to the session start for security purposes.