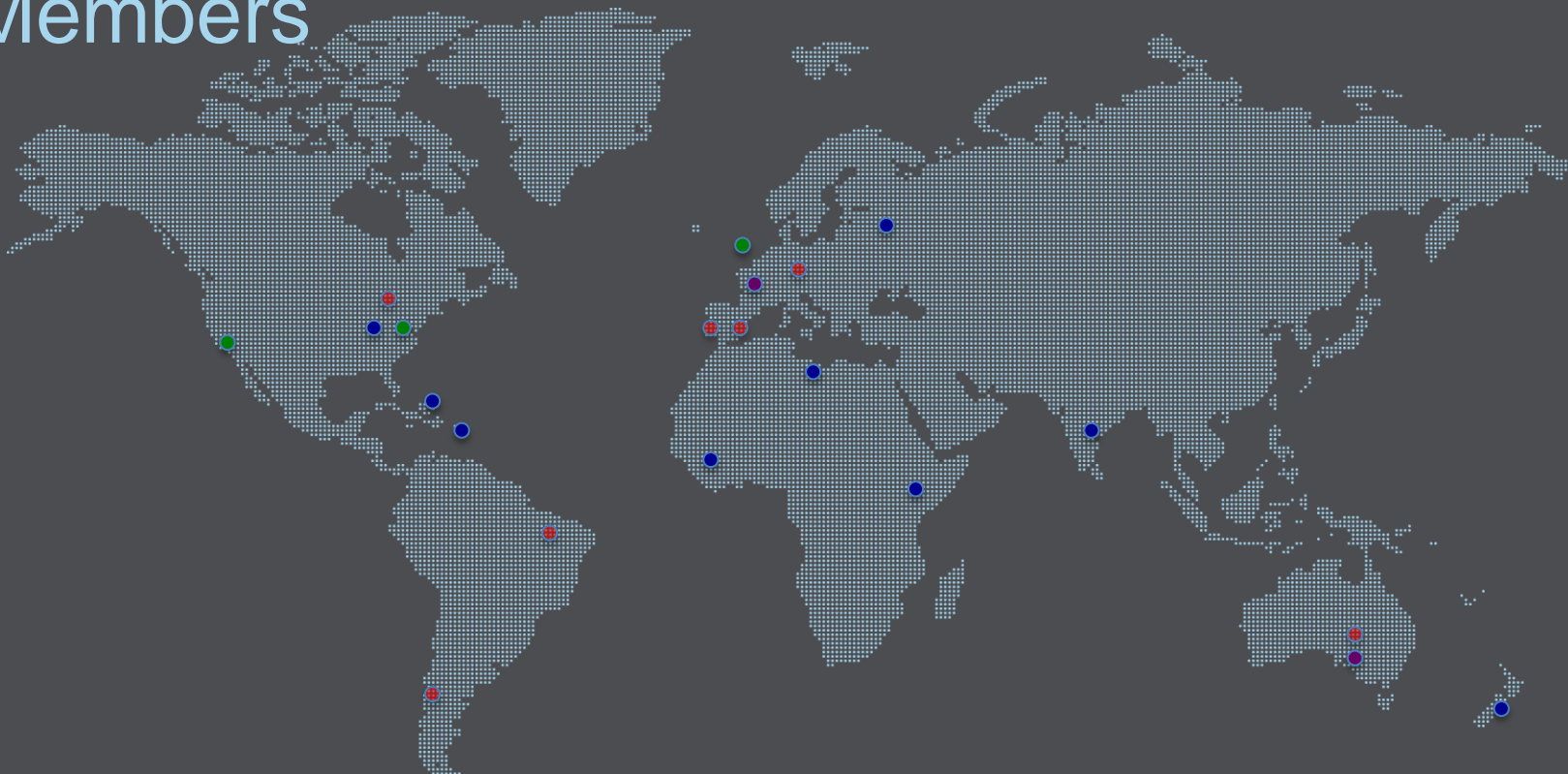# ICANN
Meeting Strategy
Working Group

Agenda MSWG Beijing Meeting 11 April 2013

1. Welcome

2. Composition

3. Goals

4. Deliverables

5. Organization

6. Schedule

7. AOB

2. Composition MSWG

- Donna Austin
- Satish Babu
- Tijani Ben Jemaa
- Michelle Chaplow
- Keith Davidson
- Eduardo Diaz Rivera
- Paul Diaz
- Tracy F. Hackshaw
- Sally Costerton
- Nick Tomasso
- Chris Gift

- Sylvia Herlein Leite
- Sandra Hoferichter
- Poncelet Ileleji
- Dmitry Kohmanyuk
- Suzanne Murray Radell
- Ana Cristina Ferreira Amoroso das Neves
- Douglas Onyango
- Margarita Valdés Cortés
- Chris Disspain
- Sebastien Bachollet

ICANN
Meeting Strategy
Working Group
Members

3. Goals

- **Number of ICANN meetings per year**
- **Other types of meetings and conferences (Global, regional, topic, stakeholder…)**
- **Objectives of the Meetings and conferences**
- **Organization of the Meetings and conferences**
- **Localization (including rotation) of the Meetings and conferences**
- **Role of local host**
- **Visa and travel support**
- **Role of hosts and sponsors**
- **Expected language services to be provided at ICANN meetings and conferences**
- **Remote participation**
- **Outreach (during the Meetings and conferences)**

3. Goals

- **ICANN meetings and conferences**
  - **Objectives**
  - **Number of global per year**
  - **Other types of meetings and conferences (Global, regional, topic, stakeholder…)**
  - **Localization (including rotation) - Criteria**
  - **Cost objectives (for ICANN and for participants)**
- **Organization of the Meetings and conferences**
  - **Number of days**
  - **Organization of the week / Type of session / Agenda**
  - **Panel vs participants vs assistance**
  - **Pre-events**
  - **Role of (possible) local host**
  - **Role of sponsors**
  - **Receptions – Gala – Music Night – Private – Public …**
- **Engagement and support**
  - **Visa and travel support**
  - **Outreach (during the Meetings and conferences)**
  - **Training, capacity building…**
  - **Expected language services to be provided**
  - **Local attendance**
  - **Remote participation**

4. Deliverables ICANN Public Meetings future

+ **Provide Metrics (existing and to be created)**

+ **Analyze the current requirements**

+ **Compile the various studies done by ICANN about Public Meetings**

+ **Suggest ideas to enhance the organization of ICANN Public Meetings**

+ **Produce a report to be discuss by the community**

+ **Propose solutions to be studied and decided by the Board**

5. Organization

- **How often the working group will meet and how (telephonic, face-to-face)?**
  - **Proposition: Every 2 weeks by Lucid and Adigo**
  - **Some f2f (see next page)**
- **Best time and day on which to meet?**
  - **Proposition: day?**
- **How long the meetings will last?**
  - **Proposition: 2 hours**
- **When notice will be provided and when materials will be distributed before the meeting?**
  - **Proposition: 4 days prior the meeting**
- **Do we need subgroups?**
  - **Proposition: ?**

6. Schedule

- **First meeting of the MSWG in Beijing**
  - **11 April 2013**
- **Draft initial report publication**
  - **21 June 2013**
- **Comments on Draft initial report**
  - **21 June to 12 July 2013**
- **Discussion with the community during Durban**
- **F2F MSWG in Durban**
  - **12 July 2013**
- **F2F MSWG in Los Angeles (tentative)**
  - **30 September & 1 October 2013**
- **Draft final report publication**
  - **3 October 2013**
- **Comment & reply periods**
  - **3 to 24 October 2013**
  - **25 October 2013 to 14 November 2013**
- **F2F MSWG in Buenos Aires**
  - **15 November 2013**
- **Last discussion with the community during Buenos Aires**
- **Final report to the Board**
  - **28 November 2013**
- **Board decision during one of the next meeting**

7. AOB

Thank You & Questions?