**At-Large and GNSO Administrative Tasks**

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| **At-Large** |  |  |  |
| **General Call Scheduling** |  |  | Julia (At-Large) & Nathalie (GNSO) |
|  | Pre call | Doodles | Julia |
|  |  | Liaising with ADIGO | Julia & Nathalie |
|  |  | Liaising with Interpreters if required | Julia |
|  |  | Calendar invitations | Julia and Nathalie |
|  | Call | Meeting Notifications and Reminders | Julia and Nathalie |
|  |  | Wiki meeting pages | Julia & Nathalie |
|  | Post call | Uploading of MP3 | Call Manager |
|  |  | Transcript request | Julia |
|  |  | Transcript posting | Julia |
| **Mailing Lists** | Administration |  | Matt |
| **Translations** |  |  | Julia |
|  |  |  |  |
| **Buenos Aires** |  |  |  |
|  | Remote Participation | **With ADIGO** | Julia |
|  | Social Events | To work with HU/OCL | Julia if attending  Susie alternate on site |
|  | Board Interaction | To work with HU | Julia |
|  | Sign-Up rooms | On site | Julia if attending  Susie alternate on site |
|  | Tent Cards | To work with HU | Susie |
|  | Daily Meeting Schedule | Email ALAC-Announce | Julia |
|  | Calendar input | At-Large and Olivier | Julia |
|  | Other tasks | To be defined at LA workshop | TBC |
|  |  |  |  |
| **ATLAS II**  **(GG WG)** | Call Scheduling and follow up | To work with Carlos Reyes | Nathalie |
| **Metrics WG**  **(GG WG)** | Call Scheduling and follow up | To work with CLO/OCL | Nathalie |