**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 |
|  | 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 |
|  | Tent Cards | To work with HU | Susie |
|  | Daily Meeting Schedule | Email ALAC-Announce | Julia |
|  |  |  |  |
| ATLAS II | Call Scheduling | To work with Carlos Reyes | Nathalie |
| Metrics WG | GG follow up | To work with CLO/OCL | Nathalie |
| **GNSO** |  |  |  |
|  | ISPCP calls |  | Nathalie |
|  | Recurring GNSO calls |  | Nathalie |