

### Communications

# LACRALO Capacity Building Session

28 April 2014

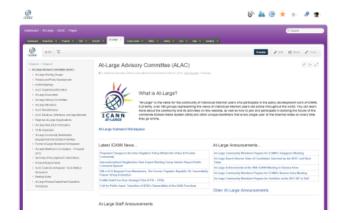
Presenters:
Dev Anand Teelucksingh (ALAC, TTF chair)
Nathalie Peregrine (ICANN At-Large Staff)



#### **HOW**







E-mail

At-Large Calendar

At-Large Wiki



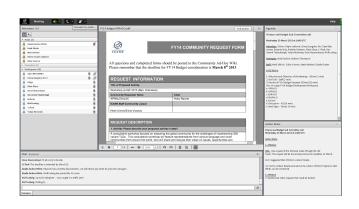












Skype Chat

Online Voting

Social Media

Conference call



# Conference calls - Web Conferencing

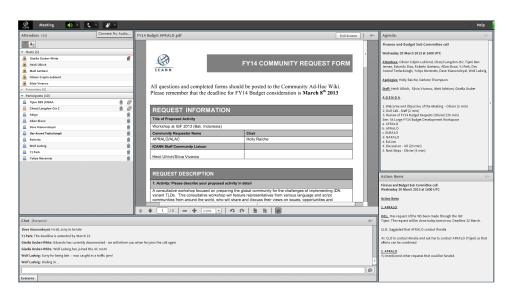
Web Conferencing allows participants (either face to face or remotely) to

- instant message each other
- review the meeting agenda and documents
- follow presentations and raise their hands in order to make comments.

in a virtual meeting room over the Internet.

ICANN and the At-Large community uses Adobe Connect (http://www.adobe. com/products/adobeconnect.html) to do its web conferencing.

Using this tool effectively is important for anyone wanting to participate in At-Large Working Groups and your Regional At-Large Organisations' (RALO) conference calls.





### Adobe Connect (AC) rooms

LOGIN as GUEST with your full name for attendance purposes

#### ADOBE® CONNECT™

#### **EURALO**

Enter as a Guest

Name

Enter Room

Enter with your login and password(Required for hosts, recommended for registered users)



### **Adobe Connect rooms (2)**

- Connect computer audio
- Mute your audio until time to speak
- Raise your hand
- Agree/ Disagree
- How to chat/private chat
- See <a href="https://community.icann.org/x/DD9-Ag">https://community.icann.org/x/DD9-Ag</a> for a reminder of tips for using Adobe Connect



### **At-Large mailing lists**

- Email is the primary method for communicating formally with you (if you change your email, notify your RALO secretariat and/or At-Large Staff!).
- Used by At-Large members to disseminate and discuss At-Large activities.
- Separate mailing lists for (nearly) each At-Large activity (RALO, ALAC and At-Large Working Groups).
- You can read the public mailing list archives without subscribing.

#### All At-Large mailing lists can be found at

https://community.icann.org/display/atlarge/At-Large+Mailing+Lists

or <a href="https://community.icann.org/x/LpvbAQ">https://community.icann.org/x/LpvbAQ</a>



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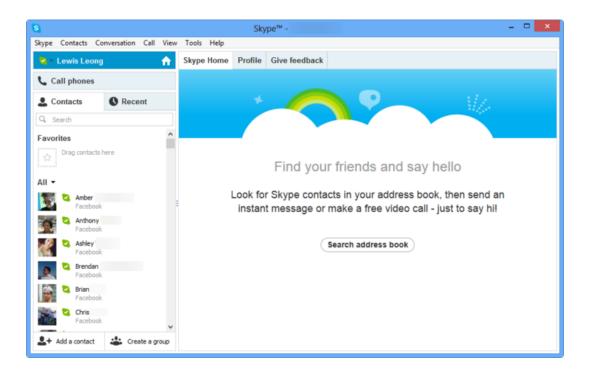
#### Some of the key At-Large mailing lists

- ALAC announce: <a href="http://atlarge-lists.icann.org/pipermail/alac-announce/">http://atlarge-lists.icann.org/pipermail/alac-announce/</a> (read only, sent by Staff; all ALS representatives should be subscribed)
- ALAC: <a href="http://atlarge-lists.icann.org/pipermail/alac/">http://atlarge-lists.icann.org/pipermail/alac/</a> read only for ALSes; ALAC and regional leaders can post



#### **SKYPE** chats

- informal, online chat (Instant Messaging) between At-Large members to discuss At-Large related issues.
- To join the At-Large Chat, email staff with your Skype ID)

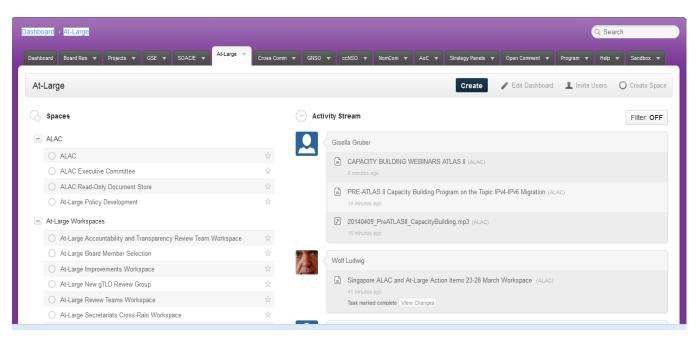




#### At-Large WIKI

- The wiki is the primary home for At-Large to share information and collaborate with each other about At-Large activities.
- Also used as document repository to store PDFs of ALAC statements, presentations/slides, meeting transcripts and MP3 of meeting recordings

#### https://community.icann.org/category/atlarge

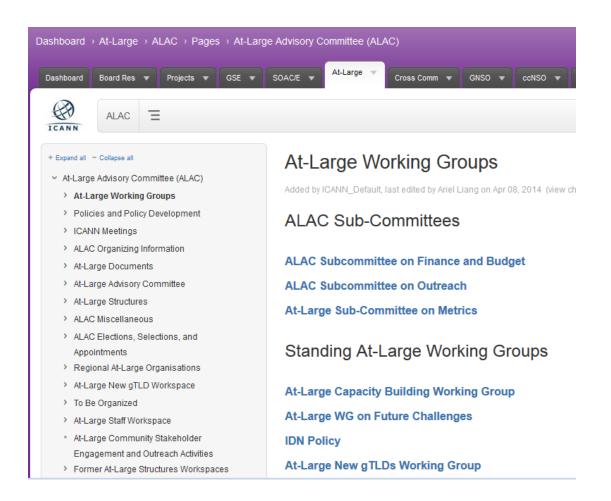




### **At-Large Working Groups**

https://community.icann.org/display/atlarge/At-Large+Working+Groups

or <a href="https://community.icann.org/x/loli">https://community.icann.org/x/loli</a>

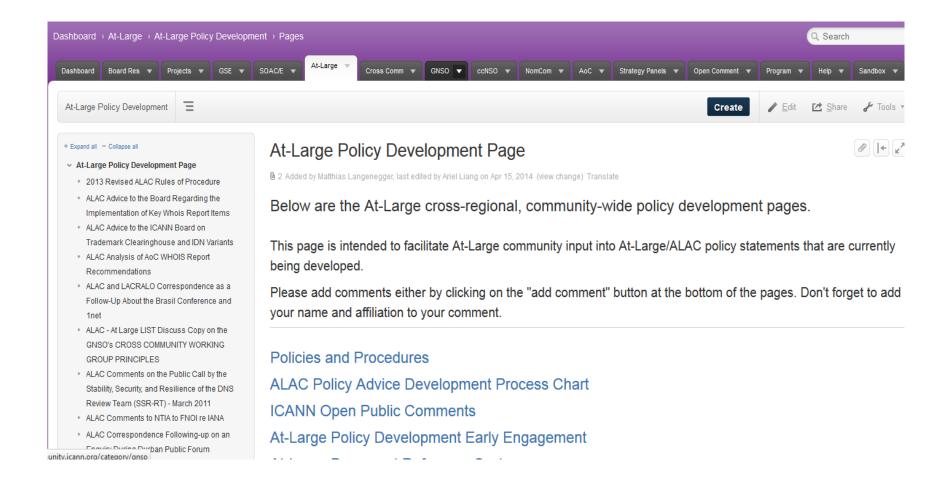




#### **At-Large Policy Development page**

https://community.icann.org/display/alacpolicydev/At-Large+Policy+Development+Page

or <a href="https://community.icann.org/x/bwFO">https://community.icann.org/x/bwFO</a>

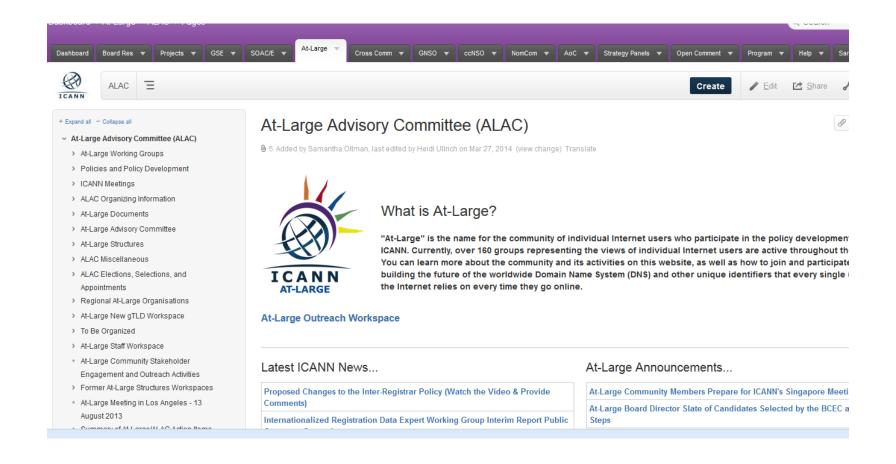




### **At-Large Advisory Committee (ALAC)**

https://community.icann.org/pages/viewpage.action?pageId=2265510

or https://community.icann.org/x/ppEi

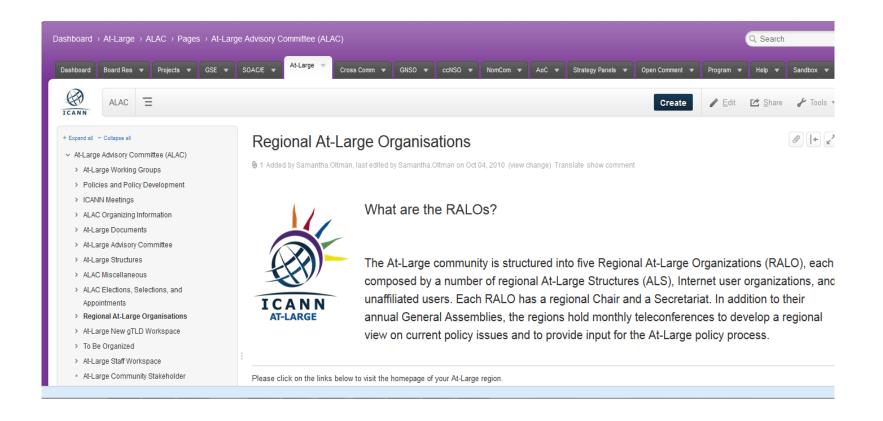




### **At-Large RALOs**

https://community.icann.org/display/atlarge/Regional+At-Large+Organisations

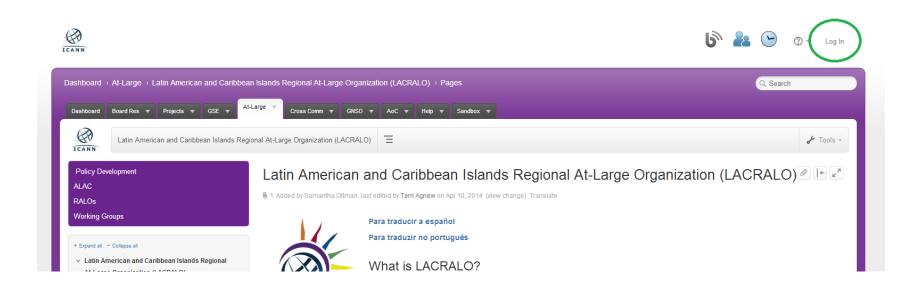
or <a href="https://community.icann.org/x/2ZMi">https://community.icann.org/x/2ZMi</a>





### How to login to the wiki?

- Most wiki pages can be viewed without a login
- You need a login to leave a comment on the page
- Email At-Large staff to request your wiki credentials





#### How to leave a comment

- You must be logged into the wiki
- scroll to the bottom of the wiki page

#### **USEFUL LINKS**

- APRALO: Asian/Australian/Pacific RALO
- EURALO: European RALO
- LACRALO: Latin America and the Caribbean RALO
- NARALO: North American RALO
- · At-Large official website
- . At-Large mailing lists Join the debate online
- · ICANN official website
- NEW! ICANN E-Learning page includes various At-Large materials



Be the first to like this



Write a comment...

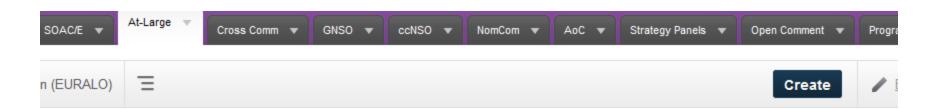


#### How to find content





### How to translate pages



#### European Regional At-Large Organization (EURALO)

0 7 Added by Samantha.Oltman, last edited by Terri Agnew on Apr 10, 2014 (view change) Translate





### **At-Large Conference calls**

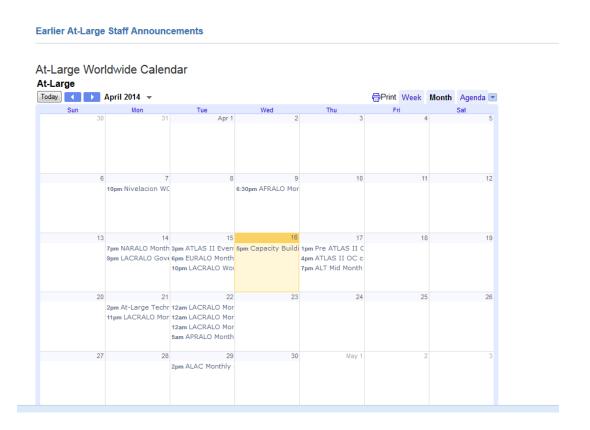
- Most At-Large calls are open to all to attend.
- Advertised in advance via email, on the calendar and on the wiki.
- Attendance noted.
- Recorded and transcribed.



### How to join a meeting?

#### The At-Large calendar

- shows scheduled At-Large meetings and conference calls
- can be found on all RALO home pages





#### To subscribe to the calendar

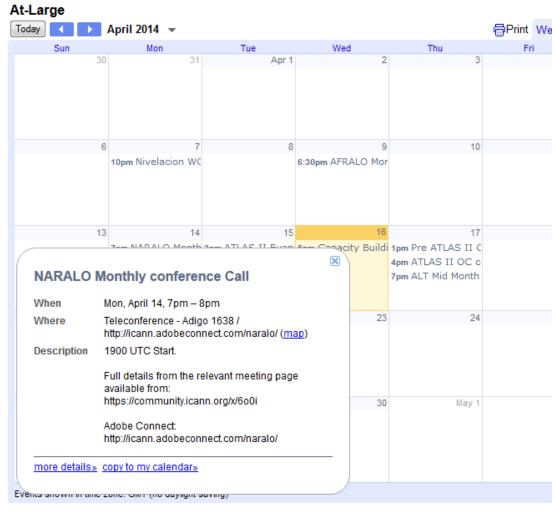
https://community.icann.org/display/atlarge/Calendar

This page describes how you can subscribe to the At-Large Calendar using your calendaring application on your desktop or mobile/tablet device



### From calendar to wiki meeting page

#### At-Large Worldwide Calendar





#### Wiki Meeting Page

#### At-Large Capacity Building Working Group 2014-04-16

9 24 Added by Gisella Gruber, last edited by Heidi Ullrich on Apr 15, 2014 (view change) Translate

At-Large Capacity Building Working Group

Date: Wednesday, 16 April 2014

Time: 17:00 - 18:00 UTC (for the time in various timezones click here)

Meeting Number: AL.CB/WG.0414/1

How do I participate in this meeting?

Adobe Connect Meeting Room: http://icann.adobeconnect.com/alcb-wg/

Teleconference ID: 1638

Action Items: EN

Recording: EN Transcript: EN

AC Chat Transcript: EN

Participants:

Apologies: Fatima Cambronero, Natalia Enciso

Staff:

Call management: Gisella Gruber

**AGENDA** 

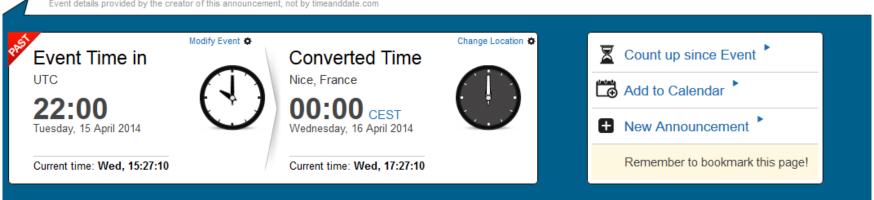


### All meetings in UTC

Essential tool: www.timeanddate.com

#### LACRALO ccTLDs





EVENT HAS PASSED The Event Time Announcer converts the time of your planned event to local times all over the world for easy sharing and linking.

Africa | North America | South America | Asia | Australia/Pacific | Europe

Sort by: City ✓	Event Time Announcer: Times around the world						Settings 🌣
Accra	Tue 22:00	Casablanca *	Tue 23:00	Kiritimati	Wed 12:00	Prague *	Wed 00:00
Addis Ababa	Wed 01:00	Chicago *	Tue 17:00	Kolkata	Wed 03:30	Reykjavik	Tue 22:00
Adelaide	Wed 07:30	Columbus *	Tue 18:00	Kuala Lumpur	Wed 06:00	Rio de Janeiro	Tue 19:00
Algiers	Tue 23:00	Copenhagen *	Wed 00:00	Kuwait City	Wed 01:00	Riyadh	Wed 01:00
Almaty	Wed 04:00	Dallas *	Tue 17:00	Kyiv *	Wed 01:00	Rome *	Wed 00:00
Amman *	Wed 01:00	Dar es Salaam	Wed 01:00	La Paz	Tue 18:00	Salt Lake City *	Tue 16:00



#### **Email invitations**

Please confirm if you request a dial-out to <a href="mailto:staff@atlarge.icann.org">staff@atlarge.icann.org</a>.

Merci de nous confirmer si vous souhaitez un dial-out - à staff@atlarge.icann.org.

\*\* Version Française à la suite de la version Anglaise \*\*

Dear All,

The next AFRALO Monthly call is scheduled on Wednesday 08 January 2014 at 18:30 UTC.

The agenda (to be updated) and call details are available at: <a href="https://community.icann.org/x/QzCfAg">https://community.icann.org/x/QzCfAg</a>

Adobe Connect:

http://icann.adobeconnect.com/afralo

Please remember that it is now possible to connect your audio via the AC room, without using your telephone.

Please CONFIRM your participation AND dial-out if required to <a href="mailto:staff@atlarge.icann.org">staff@atlarge.icann.org</a>.

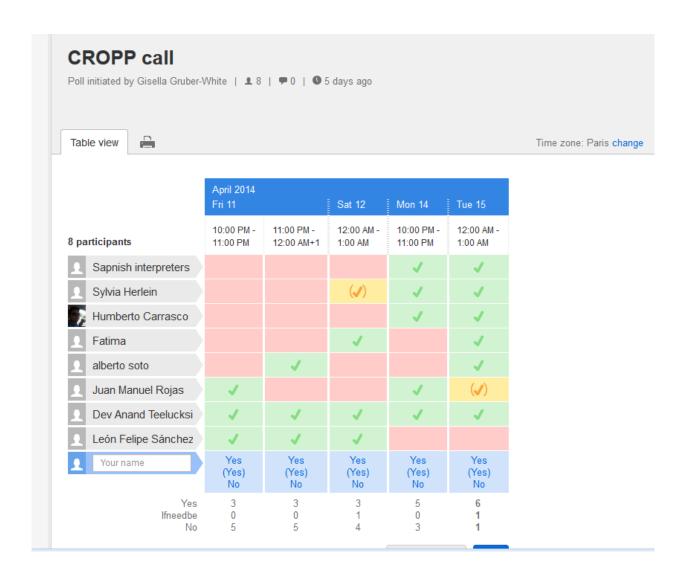
If you are unable to attend the call please send an email indicating your absence and we will note this informatic

Thank You.

Regards,



### **Doodle polls**





### Adigo telecom provider

1638# - English and main code

1738# - Spanish

1838# - French

Adigo access numbers: <a href="http://adigo.com/icann/">http://adigo.com/icann/</a>

**Mute: \*6** 

**Unmute: \*7** 



#### Conference recordings and transcripts

#### Attendees:

Garth Bruen, Glenn McKnight, Yubelkys Montalvo Carrion, Allan Skuce, D Kalaitzidis, Gordon Chillcott, Louis Houle, Joly MacFie, Eduardo Diaz, Oli Judith Hellerstein, Ogi Mitev, Leah Symekher, Garth Graham

Apologies:

Staff: Silvia Vivanco, Gisella Gruber, Matt Ashtiani, Heidi Ullrich

Call management: Gisella Gruber

Summary Minutes: Summary Minutes 10 February 2014

Action Items: Action Items 10 February 2014

Transcript: EN

Chat: AC Chat transcript 10 February 2014

Recording: EN



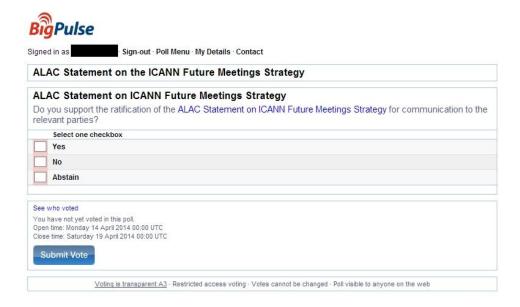
#### **Online Voting and Polls**

BigPulse (<a href="http://www.bigpulse.com/">http://www.bigpulse.com/</a>) is used by the :

- ALAC to vote on their statements
- ALSes to select their RALO representatives

Vote credentials are emailed by At-Large Staff with a unique BigPulse URL

Also used to conduct polls or surveys





#### Other communication channels

- ICANN At-Large website: <a href="http://atlarge.icann.org/">http://atlarge.icann.org/</a>
- Facebook community page: <a href="https://www.facebook.com/icann.atlarge">https://www.facebook.com/icann.atlarge</a>
- Twitter: <a href="https://twitter.com/ICANN">https://twitter.com/ICANN</a> AtLarge
- Flickr: <a href="https://www.flickr.com/photos/at-large/">https://www.flickr.com/photos/at-large/</a>
- YouTube
   <u>https://www.youtube.com/channel/UCB90oKfADBDJ\_KE2PraE1sA</u>
- ICANN new website: <a href="https://new.icann.org/">https://new.icann.org/</a>



## Questions?

You can either type your question in the chat box, or you can raise your hand and ask it over the audio.