Staff responsibilities during ICANN Meetings

To include but not restricted to:

- **Heidi Ullrich**

General overseeing of all At-Large meetings

Substantive and procedural support to the ALAC/At-Large community and lead on ALAC meetings

Coordination and briefings with Senior ICANN Staff

- **Silvia Vivanco**

Note taking

Managing all RALO related issues and lead on RALO meetings

Showcase coordination if relevant

- **Ariel Liang**

Remote participation

Social Media

All web related issues

- **Gisella Gruber**

General meeting logistics to include meeting agenda lead, attendance records, tent cards,

Showcase coordination if relevant

Catering - liaising with Meetings Staff

Social Events - leading organization of venue identification and reservations for dinners, scheduling announcements, organizing tickets if required, At-Large celebrations

- **Susie Johnson**

Tent cards

Folder preparation

Budgets (Showcase etc)

Showcase coordination if relevant

Logistics related to shipping