Prep meeting
ICANN69 COVID-19 Session

Tue, 22 Sept. 2020 | 13 UTC
AGENDA prep meeting covid-19 session
Tue, 22 September 2020 | 13 UTC

1. Welcome
2. Confirmation agenda and session flow
3. Discussion: roles and topics
4. Logistics
   a) Presentation slides: deadline, format, where to submit
   b) Dry-run
5. Insights on giving a virtual presentation by Kimberly Carlson and Kathy Schnitt
6. AOB
7. Closure
My speaking slot: When? Duration?

• Go to: https://bit.ly/2DEZnd3

14 October 2020
• Part 1: 12:00-13:30 UTC
• Part 2: 14:00-15:00 UTC
30 min break
<table>
<thead>
<tr>
<th>UTC</th>
<th>Duration</th>
<th>Topics</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00-12:05</td>
<td>5 min</td>
<td>Welcome &amp; Introduction by the Session Chair</td>
<td>Yuri Takamatsu (.jp)</td>
</tr>
<tr>
<td>12:05-12:21</td>
<td>13 min</td>
<td>The CENTR stats Global TLD Report 2020/2</td>
<td>Patrick Myles (CENTR)</td>
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<tr>
<td></td>
<td>3 min</td>
<td>Q&amp;A by the audience</td>
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<tr>
<td>12:21-12:37</td>
<td>13 min</td>
<td>Testimonial #1 impact registration numbers:</td>
<td>Alex Corenthin (.sn)</td>
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<tr>
<td></td>
<td></td>
<td>AF ccTLD manager</td>
<td></td>
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<tr>
<td></td>
<td>3 min</td>
<td>Q&amp;A by the audience</td>
<td>/</td>
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<tr>
<td>12:37-12:53</td>
<td>13 min</td>
<td>Testimonial #2 impact registration numbers:</td>
<td>David Curtin (.ie)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EU ccTLD manager</td>
<td></td>
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<tr>
<td></td>
<td>3 min</td>
<td>Q&amp;A by the audience</td>
<td>/</td>
</tr>
<tr>
<td>12:53-13:09</td>
<td>13 min</td>
<td>Testimonial #3 impact registration numbers:</td>
<td>Ai-Chin Lu (.tw)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AP ccTLD manager</td>
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<td></td>
<td>3 min</td>
<td>Q&amp;A by the audience</td>
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<tr>
<td>13:09-13:25</td>
<td>13 min</td>
<td>Testimonial #3 impact registration numbers:</td>
<td>Alejandra Reynoso (.gt)</td>
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<tr>
<td></td>
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<td>LAC ccTLD manager</td>
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<td></td>
<td>3 min</td>
<td>Q&amp;A by the audience</td>
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</tr>
<tr>
<td>13:25-13:30</td>
<td>5 min</td>
<td>Wrap-up by the session chair</td>
<td>Yuri Takamatsu (.jp)</td>
</tr>
<tr>
<td>UTC</td>
<td>Duration</td>
<td>Topics</td>
<td>Who</td>
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<tr>
<td>14:00-14:05</td>
<td>5 min</td>
<td>Welcome and Introduction part 2 by the session chair</td>
<td>Yuri Takamatsu (.jp)</td>
</tr>
<tr>
<td>14:04-14:45</td>
<td>45 min</td>
<td>Moderated Panel discussion with the ccTLD managers from part 1 (.sn, .ie, .tw, .gt)</td>
<td>Irina Danelia (.ru)</td>
</tr>
<tr>
<td>14:45-14:55</td>
<td>10 min</td>
<td>Moderated Q&amp;A with the audience</td>
<td>Irina Danelia (.ru)</td>
</tr>
<tr>
<td>14:55-15:00</td>
<td>5 min</td>
<td>Wrap-up by the session chair</td>
<td>Yuri Takamatsu (.jp)</td>
</tr>
</tbody>
</table>
The presenter

• Is the subject-matter expert
• Has a non-neutral role: speaks from own perspective
• Has a more passive way of presenting during part 1, versus an interactive approach during the panel discussion in part 2
Important!

• Stay focused and brief
• Stick to the time allocated to your presentation
• Do not read your slides out loud
• Keep the layout of the slide deck simple
• Use visuals
• Video/Audio: let the secretariat know well in advance of the meeting
• Submit your slide deck on time
The virtual chair

• Keeps the structure of the meeting on schedule
• Is a Master of Ceremonies: a neutral voice in the session
• Keeps all presenters on-time
• Manages the queue
The moderator

- Gets conversations started
- Refocuses the group if questions go off topic
- Circles back to panelists with a “summary” of what they’ve heard
- Actively listens and summarizes participants questions if they need clarification or panelist answers if they are too technical
- Maintains a conversational tone
- Prepares and asks focused questions that will stimulate ideas and start a dialogue
- Drives conversations amongst a panel
- Assists the audience in questioning the panel
Submit your presentation slides

ccnsosecretariat@icann.org

DRAFT for dry-run:
5 October 2020 noon UTC

FINAL:
8 October 2020 23:59 UTC
Format presentation slides

.pdf AND the original (e.g. powerpoint)

IMPORTANT:
if you plan to use a video clip, hyperlink or audio, please let us know asap.
Zoom basics

- Download Zoom: [http://zoom.us/download](http://zoom.us/download) (Windows & Mac)
- If you are using an external camera and/or microphone be sure to plug them in before opening the Zoom application.
- We recommend using a headset if possible, and to switch on your camera when speaking
- Mute yourself when not speaking
Zoom instructions: screen sharing

• In case you decided to share the slide deck yourself, only share the individual app (PowerPoint or pdf, and not your entire desktop).

• Sharing your slides in the zoom room is possible, once the Secretariat gives you “co-host” status. In case you want to read more:
  • [https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation](https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation)
  • [https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen](https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen)
To do

• Send your slide deck to joke.Braeken@icann.org
  • Draft: 5 Oct. | noon UTC
  • Final: 8 Oct. | 23:59 UTC

• Let us know:
  • your slide sharing preference: self or secretariat?
  • Your skype ID
Timeline: highlights

- **draft slide deck**
  - 5 Oct. noon UTC
- **final slide deck**
  - 8 Oct. 23:59 UTC
- **dry-run**
  - 7 Oct. 13 UTC
- **covid-19 session at ICANN69**
  - 14 Oct. 12-15 UTC