

Prep meeting ICANN69 COVID-19 Session

Tue, 22 Sept. 2020 | 13 UTC

AGENDA prep meeting covid-19 session

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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

30 min break

- Part 2: 14:00-15:00 UTC

I C A N N
6 9
VIRTUAL
ANNUAL GENERAL

	UTC	Duration	Topics	Who
1	12:00-12:05	5 min	Welcome & Introduction by the Session Chair	Yuri Takamatsu (.jp)
	12:05-12:21	13 min	The CENTR stats Global TLD Report 2020/2	Patrick Myles (CENTR)
		3 min	Q&A by the audience	/
	12:21-12:37	13 min	Testimonial #1 impact registration numbers: AF ccTLD manager	Alex Corenthin (.sn)
		3 min	Q&A by the audience	/
	12:37-12:53	13 min	Testimonial #2 impact registration numbers: EU ccTLD manager	David Curtin (.ie)
		3 min	Q&A by the audience	/
	12:53-13:09	13 min	Testimonial #3 impact registration numbers: AP ccTLD manager	Ai-Chin Lu (.tw)
		3 min	Q&A by the audience	/
	13:09-13:25	13 min	Testimonial #3 impact registration numbers: LAC ccTLD manager	Alejandra Reynoso (.gt)
		3 min	Q&A by the audience	/
13:25-13:30	5 min	Wrap-up by the session chair	Yuri Takamatsu (.jp)	

	UTC	Duration	Topics	Who
2	14:00-14:05	5 min	Welcome and Introduction part 2 by the session chair	Yuri Takamatsu (.jp)
	14:04-14:45	45 min	Moderated Panel discussion with the cctld managers from part 1 (.sn, .ie., .tw, .gt)	Irina Danelia (.ru)
	14:45-14:55	10 min	Moderated Q&A with the audience	Irina Danelia (.ru)
	14:55-15:00	5 min	Wrap-up by the session chair	Yuri Takamatsu (.jp)



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> (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/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

