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ANDREA GLANDON: Good morning, good afternoon, and good evening. Welcome to the LACRALO activities in Panama teleconference on Thursday 7th June 2018 at 23:00 UTC. On today's call we have Maritza Aguero, Alberto Soto. Apologies from Ricardo Holmquist. From staff we have Silvia Vivanco, Gisella Gruber, Heidi Ullrich, and myself Andrea Glandon on call management. I would like to remind everyone to please state your name before speaking for transcription purposes and to please keep your phones and microphones on mute when not speaking to avoid any background noise. With this I will turn it over to Silvia Vivanco, please begin.

SILVIA VIVANCO: Thank you Andrea, welcome and thank you for being here. We just wanted to have this call to organize the event for Panama and to see what we need to adjust and coordinate. So, we held a meeting on May 23, where we had the action items, I would now like to review them. If we can have an update on where we are in this progress, so number one, we have committee, we have [inaudible], we then have... I mean we have already determined the date for the two events. It's going to be on Tuesday the 26th, that's the LACRALO day. We will first have the LACRALO open house meeting, the meeting is going to happen from 12:15 to 13:15. We are going to serve some snacks, some light snacks, and just something to drink and something very light [inaudible]. At 18:30 to 19:30 in the ALAC room we will have the network open house, and then we're going to go to the main foyer to the cocktails. As for these two events the most important [inaudible] is to have the agenda

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*Note: The following is the output resulting from transcribing an audio file into a word/text document. Although the transcription is largely accurate, in some cases may be incomplete or inaccurate due to inaudible passages and grammatical corrections. It is posted as an aid to the original audio file, but should not be treated as an authoritative record.*

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and the speakers that we need to invite as soon as possible. So, that is what I would like to get from Maritza and Alberto, to let us know what are the speakers and the agenda. Then we have Maritza who is going to contact the ALSes in Panama, [inaudible] to see what kind of entertainment we can have. I think for the timing, we're going to leave it there, hear what Maritza can tell us about this issue, number two and number three, if you could please take the floor Maritza and give an update, we would appreciate it. Thank you.

MARITZA AGUERO: Thank you Silvia, I saw Alberto raise his hand. If you agree, maybe we can give him the floor.

ALBERTO SOTO: Please go ahead, I am going to speak later.

MARITZA AGUERO: OK. So this is Maritza for the record. I saw that you had sent the agenda in internal email, the agenda for the different activities. We are talking about Tuesday for these two events, I contacted the Panama ALS but I still haven't had any reply. I told them what we need and I hope that in the course of next week we should have a response, [inaudible] we still have had no reply, but I would like to ask a question in connection with the events you mentioned Silvia. [inaudible] Where we are OK with that.

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SILVIA VIVANCO:

Precisely with respect to refreshment and food, Gisella will speak to us about that. She has made some calculations and I think we're OK with snack and beverages for both events, we will be fine with that. I am going then to give the floor to Gisella, perhaps she would like to address this issue and if so Gisella, if you are ready, please go ahead and give an update on food for both events, please go ahead.

GISELLA GRUBER:

Thank you very much Silvia, this is Gisella for the transcript. Just as Silvia said, I will give a quick update on what I can share at this stage about the catering for the two events. Starting with the LACRALO open house over lunch, we had budgeted for approximately 40 people, and the best option is to have sandwich platters, with an assortment of vegetarian and meat platters, and the soft drinks would be invoiced according to consumption. Working there for the soft drinks on 50 people, we have a total figure, again of approximately \$440 USD which includes tax. We have allowed for \$700 USD for that event, so we've come in under budget so far, and then for the evening event, the LACRALO networking open house from 18:30 to 19:00, I haven't yet received the final quote yet through for the catering because in the meantime, I have been told that at the main ICANN networking event in the evening, the social cocktail, apparently there will not be any food. Now I haven't had 100% confirmation on whether that means there will not be any dry snacks like crisps or nuts, so I am just waiting on that information, as if there is no food at the main cocktail, I think that it would be... my suggestion would be to have food at our event as well. So I am asking the meetings team what they can suggest to serve in the ALAC room with the drinks, the beverages would be wine, beer, and soft drinks, and to that we

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would possibly add snacks. So if that is going to dry snacks, or if that is going to be canapes, or maybe they can offer something else. I have asked meetings team to confirm as soon as possible with an approximate budget of \$1400. However, if the entertainment is foreplanned to happen, we would need to have separate funds for that, and I think that we would need to work on that as soon as possible, early next week would be great and as I've said, hopefully by Monday, I will have a quote through from meetings team and I will share with everyone on the list of the planning committee. Thank you.

SILVIA VIVANCO:

Thank you very much for those details. I see on the chat Maritza that you are also asking about the speeches, I am going to review this time again, I posted them on the Wiki already. There are two Wiki's open, where the two events are posted. One is the lunch meeting, that's the meeting itself, it's a one hour meeting from 12:15 to 13:15. Then for the afternoon, on the ALAC room we have from 18:30 to 19:30 in that room, we could take the whole hour. I think it's a bit excessive, perhaps 30 minutes is better for this, and then we could go from the ALAC room to another room where we can join the other cocktail from 19 to 19:30. I think that half an hour of speeches is reasonable, because otherwise people will probably get bored and I see Alberto has raised his hand.

ALBERTO SOTO:

I saw the general program today and evidently we have a half hour overlapping. The thing is having attended so many ICANN meetings, people are looking for places where there is food. If there is no food in

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the general cocktail, we're going to have an issue because there are going to leave our meeting. The other thing with these overlapping is... who is going to speak to whom. Usually nobody speaks in a cocktail, and there will be people speaking on this cocktail, so the shorter the speeches, the better it would be.

SILVIA VIVANCO:

I agree with you Alberto about the speeches. Perhaps what I would suggest is to start seeing who would be the main speaker so that we can have a look at the agenda and prepare it, then to have the list ready and to have them that day be available from 18:30 to 19. Of course, there is a half hour overlapping as I say Alberto, perhaps we can use this half hour for the speeches and the rest of the time to do some networking. Alright, so we've already discussed item number 4, and let's wait for Gisella to give us confirmation, when she has it, for item number 5, as for the food. I think Gisella was also discussing some ideas to go from one room to another room, and to have some kind of separation, or perhaps to have people walk from one room to the other, to add some green balloons or something. We will try to coordinate that with the meetings team, so that the people can move from one area to the other area. We will all try to wear something green or to have something that will show us among the LACRALO people. Perhaps something green would be nice, like a tie, so that we can have a celebration environment. Now with respect to... I mean we've already discussed this so Maritza, perhaps can I commit you to send the draft program of both events for next Monday. Then I also wanted to ask about a souvenir that we can provide to attendees. I think you contacted university, is that correct? Do you have any reply as for that?

MARITZA AGUERO: First, according to the published agenda, in the open house, the afternoon event there are only speeches for half hour, from 6:30 to 7. So, if we are talking about overlapping a half hour, and since the LACRALO meeting only lasts for half hour. I am just talking what I read. Now as for the speakers, there is no problem, I just need all of you to send me the logo and we can prepare it. That's all I need.

SILVIA VIVANCO: OK, so I am going to send the LACRALO logo, the at-large logo. This would be the design for the speaker.

MARITZA AGUERO: The thing is that I can guess, the speakers from the university and I told it to you last week, which had to add the logo of the university. It was just a banner but I don't know if you agree with this.

SILVIA VIVANCO: That's if I can send you the design or the model, the PDF model I have for the at-large logo with LACRALO. Then perhaps if you can send what you would add and see if there is some kind of description from the communications department to bring both logos together.

MARITZA AGUERO: The point is that the at-large logo come with at-large. I heard that there should be some kind of banner, only a banner.

SILVIA VIVANCO: So we have to check it, because there will be only a banner from a university. There will be no restriction Maritza, it will be [inaudible]. I think Alberto has his hand on.

ALBERTO SOTO: It should be... you mentioned something to distinguish every member from LACRALO?

SILVIA VIVANCO: I heard the last part of your question Alberto, can you repeat it?

ALBERTO SOTO: Sorry the audio is choppy. The lobby you're mentioned, something to distinguish all LACRALO members, is that what you were suggesting?

SILVIA VIVANCO: I couldn't understand Alberto, could you repeat please?

ALBERTO SOTO: Hello, can you hear me? I would like to ask, I wrote on the chat box that I could take some green ribbons so that all of us wear the same, but shall we carry a logo to distinguish ourselves? It was not clear to me.

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MARITZA AGUERO: No, the logo will be on a sticker, it's not something to wear on your tie or whatever on your clothes.

ALBERTO SOTO: So, I may carry some green ribbons, some pins so that all of us in LACRALO may wear that green ribbon.

SILVIA VIVANCO: I think so, yes it's a good idea.

MARITZA AGUERO: I agree too.

ALBERTO SOTO: We had [inaudible] in Buenos Aires, so we may do it again that wear a sticker, or wider [inaudible].

SILVIA VIVANCO: Excellent idea, we may do it. With respect to stickers, and Heidi is asking, the stickers is a donation from the university where Maritza works, is that right?

MARITZA AGUERO: Yeah, that's right.



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ALBERTO SOTO: The ribbon will be a personal donation from me.

SILVIA VIVANCO: OK, thank you very much. So we have the stickers, we have the ribbons, and we're to ask people to wear something green, and we may try to find some green markers to put it in the ALAC room. With respect to this hours available in the schedules, you have seen half an hour because the ALAC room itself is just booked from 6:30 to 7 PM, then all of us will move to a bigger area that is named foyer, and we will have some drinks, and networking. Within the ALAC room, we'll have the interpretation booth, the speakers, the speeches, and once out the balloons will guide us and we will network. That will be...

MARITZA AGUERO: OK. Now I understood, because in the email we received regarding the agenda is one hour time slot and as a matter of fact it would be just half an hour.

SILVIA VIVANCO: So, [inaudible] what really concerns me is that in the case of agenda's, speakers, perhaps Maritza you can share with us for instance in the lunch one if you want some other people from the Latin American community or some other people from ICANN may come, it would be great to have the agenda as soon as possible, so as to make some promotion of that. I don't know about the general content of the meeting or something like that.

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MARITZA AGUERO:

In the open house, there is the lunch meeting, it will be a meeting that it's easier to do some advertising now, because if in the schedule now and not to send an email as we have done before, because we were betting on the good will of people willing to come. But now it's in the schedule, it's more attractive for many people in the community willing to participate and what I'm planning, the idea is to make an introduction as we always do about the current events, asks the groups and representatives of LACRALO and groups in any of the groups to... if they want to speak with defined slot of time as we do in that space, so as to have a conversation and dialogue, and the newcomers will also have the possibility to participate, so as to have a pre-assigned list of stickers. Since it is scheduled and we have prepared an email to be sent to the general mailing list, I think it will be more attractive for those that know that this has already been scheduled, because you know there is something that people speak about in the last meeting has been [inaudible] because of the word of mouth. Since nowadays in this schedule, I think that the impact will be bigger in the community. This is on the one hand. Then regarding the afternoon meeting, I think that it's easier to prepare but it's more difficult to contact, I don't know, [inaudible]. So, I am going to prepare a draft agenda, I am going to send it to Humberto, and if he agrees we are going to send it to you, so as to get in touch with these, because of course, the speakers I never have tight agendas. The idea is to give a brief speech, not something quite sophisticated because we'll have a short amount of time. The idea is also to have this cooperation of the local ALS, so as to reach the speakers, so as to [inaudible] show or entertainment, the speeches cannot be or 5 or 6 people, people will not get bored. This is what I

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think and I'm drafting the agenda during the weekend and I will send it to you as soon as possible.

SILVIA VIVANCO:

Thank you very much Maritza, it's very important for us to have that on Monday so that it should be published on the Wiki pages and we have to make them officially translated so that on Monday we should have all the agenda's to be published on Tuesday, and about the lunch meeting, I don't know if you agree, would like to share the experience of AFRALO, the African region, because the whole of the community, the whole of the African community, ICANN community, in general was called and they prepare one single subject or initial was important for the region. So, it was a unifying subject matter, so as to call everybody. Perhaps you may think about a sort of subject matter or kind of vision or perspective. I think Alberto has to leave and he has his hand up. So, Alberto you have the floor before leaving the call.

ALBERTO SOTO:

Yes, unfortunately I have to leave. That I wrote that if they had a [inaudible] no problem, but it was a joke, so we have to reduce the time for the speakers otherwise we would have some problems, unfortunately, I would have to leave early, I won't be there but we have the BBQ of ALAC. That's it, that's what I wanted to say.

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SILVIA VIVANCO: OK, Alberto thank you very much for participating and we will be waiting for Monday. I think that you are in contact with Gisella due to the [inaudible] BBQ.

ALBERTO SOTO: Yes, unfortunately I have to leave, bye everybody.

SILVIA VIVANCO: Maritza, I'm going to quickly read what we have agreed and see whether we can have a banner of the central of internet governance, of the university to the speakers issue, and the speaker, this again would have an ALAC logo with the LACRALO logo, Maritza, you are going to prepare a draft agenda for both meetings, so thank you very much. You will work in these days so that it will be sent to us by Monday, and Gisella will continue coordinating certain details with ICANN meetings to talk about figures about food, and all that budget, and with respect to the agenda as soon as I receive the agenda and the speakers from you Maritza, on your behalf we are going to invite the speakers so they may mark their calendars for that.

MARITZA AGUERO: So, we're going to interact Silvia, but I think it would be interesting that ICANN may design kind of banner, or something to circulate in the networks so as to call the attention like everything that is done in the webinar, some events. I don't know, kind of a small ad, so that people will know that on that day, there will be an open house for LACRALO, this will help on the visual aspect.

SILVIA VIVANCO: With respect to that, I think that if you agree we may ask Glenn McKnight, because he is an expert in this little ad. So, I think that he's quite talented for that, he's an [inaudible] he may perhaps prepare a few samples so as to select one. I will try and get in touch with him, if he's willing to help [inaudible]. I think that there will be no problem. So, I don't know if Heidi or Gisella has anything else to say? Let me see. Gisella has something to say? No. Heidi? No. They ask for a meeting next week. OK, so Maritza let's meet next week too, we only have interpretation services up to June 14th, so it should be between Tuesday and Wednesday.

MARITZA AGUERO: It would be great to have a call on Tuesday, because 13, 14, and 15, we have a meeting here in Lima. So, I won't have much time, so it would be great on Tuesday to have a follow up call and to get much more detail because we are quite close to the meetings.

SILVIA VIVANCO: It's OK Silvia, on Tuesday we're going to have a 21 to say that the meeting of the governance group, with David Plumb, Sergio, and the group so perhaps, let me see. We're going to generate a [inaudible] for Tuesday 12, or perhaps Monday 11. And one more topic, please get in touch with [inaudible] so they may know whether they can support us or not, I'm going to write it down.

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MARITZA AGUERO: No problem. I will insist because I've already contacted them.

SILVIA VIVANCO: Thank you very much Maritza, so I think that if Gisella and Heidi agree, we may consider the call ended. I will send a summary of what we have talked about, so that all of us are on the same page and we know what we have to do, and we'll meet next week. Thank you very much.

MARITZA AGUERO: Thank you very much.

SILVIA VIVANCO: Thank you very much Maritza, Gisella, and Heidi, and Andrea as well. Bye everybody.

UNKNOWN SPEAKER: Thank you, this concludes today's conference, please remember to disconnect all lines and have a wonderful rest of your day.

[END OF TRANSCRIPTION]