

Toronto NARALO Events Organising Committee call 2012.08.22

Toronto NARALO Events Organising Committee call

Date: Wednesday, 22 August 2012

Time: 19:00 UTC (for the time in various timezones [click here](#))

How can I participate in this meeting?

Adobe Connect Link: <http://icann.adobeconnect.com/naralo/>

(If you have never attended a Connect Pro meeting before: [Test your connection](#) and [get a quick overview](#))

Participants:

Darlene Thompson, Gordon Chillcott, Garth Bruen, Eduardo Diaz, Olivier Crepin-Leblond, Evan Leibovitch

Apologies: Glenn McKnight

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

Summary Minutes: [Summary Minutes 22 August 2012](#)

Action Items: [Action Items 22 August 2012](#)

Transcript: [Transcript 22 August 2012](#)

Chat: [Chat 22 August 2012](#)

Recording: ENGLISH

A G E N D A

1. Welcome and Roll Call - Staff (2 mins)

2. Review and Adoption of the Agenda - Garth (2 min)

3. Discussion of NARALO Toronto Event Activities - All (30 mins)

a. [NARALO RALO Anniversary/Outreach Event](#)

i. Sponsorship update

ii. Speaking order

iii. Keynote speaker - Update

IV. Invitations to Keynote and other Speakers

V. [Tentative location of Event](#)

b. [NARALO General Assembly](#)

i. Finalization of agenda

c. [NARALO Capacity Building Meetings](#)

i. Discussion of session agendas - topics and speakers

d. NARALO Table Top Display in ICANN Village

i. Scheduling update

3. Update on Promotional Items - All/Staff (15 min)

a. Lapel pins

b. NARALO banner

c. Invitation postcards

d. Meeting Guide text

4. Planning the Logistics - Update from Staff - Staff (5 min)

a. [Review of NARALO Toronto Events Budget Spreadsheet](#)

b. Travel deadlines and plans

i. Travelers confirmed by 10 August 2012- Final numbers

ii. Travel plans confirmed by 17 August

iii. Travel to be arranged by Constituency Travel

c. Number and Selection of ALSes to send representatives

5. Next Steps