

# ATLAS II Communications Chart

Team	Tasks	Leader	Members	Action Items from the last call 03/18/2014
<b>Design</b>	<p>In Charge of the <b>DESIGN</b> of:</p> <ol style="list-style-type: none"> <li>1. Newsletter</li> <li>2. Webpage.</li> <li>3. Memorabilia</li> <li>4. Distinguished Tag for Atlas II participants.</li> <li>5. Participation Certificate.</li> <li>6. T-shirt.</li> </ol> <p>Coordinate work with Staff.</p> <p>Ref: <a href="#">ATLAS I</a></p>	<b>Maricarmen Sequera</b>	<ol style="list-style-type: none"> <li>1. Inam Ali <a href="mailto:inam_aliz2005@hotmail.com">inam_aliz2005@hotmail.com</a></li> <li>2. Jazmin Acuña <a href="mailto:jazmin@tedic.org">jazmin@tedic.org</a></li> <li>3. Moataz <a href="#">Shaarawy</a></li> <li>4. <a href="#">Seun Ojedeji</a></li> <li>5. Sarah Kiden</li> </ol>	<ol style="list-style-type: none"> <li>1. <a href="#">Atlas I Logo</a> will be used.</li> <li>2. Maricarmen's <a href="#">WebDesign</a> was approved. Staff will ask IT if it can be duplicated in ICANN services.</li> <li>3. MailChimp will be used for the Newsletter.</li> <li>4. Newsletter Process Flow was approved.</li> <li>5. It is preferred to use HTML for the Newsletter.</li> <li>6. Newsletter <a href="#">Template</a> will be approved during Singapore Meeting.</li> </ol> <p>AI: 03/05/2014</p> <ol style="list-style-type: none"> <li>1. Design and Web Page Team has been unified.</li> <li>2. Staff to provide information about hosting, domain name and permissions for the designers to upload the content on Ican website.</li> <li>3. <a href="#">Maricarmen Sequera</a> will send the options for design to choose between ALL members for next call, March 19<sup>th</sup>.</li> </ol>
<b>Content</b>	<p>In charge of collecting content for the Newsletter and Webpage. Will work with other Atlas II WG Chairs:</p> <ol style="list-style-type: none"> <li>1. <a href="#">Mentoring</a></li> <li>2. <a href="#">Events</a></li> <li>3. <a href="#">Logistics</a></li> <li>4. <a href="#">Public Relations WG</a></li> <li>5. <a href="#">Fayre of Opportunities</a></li> </ol> <p>And other Comm. WG Teams:</p> <ol style="list-style-type: none"> <li>1. Interview: <a href="#">Juan Manuel Rojas</a></li> <li>2. Logistic: Franco Moya <a href="mailto:francoemoya@gmail.com">francoemoya@gmail.com</a></li> <li>3. Translation: <a href="#">Andreea Gherasim</a></li> <li>4. Report: <a href="#">Darlene Thompson</a></li> </ol>	<b>Dev Anand Teelucksingh</b>	<ol style="list-style-type: none"> <li>1. <a href="#">Moataz Shaarawy</a></li> <li>2. <a href="#">Konstantin Kalaitzidis</a></li> <li>3. Plamena Popova <a href="mailto:plam.popova@gmail.com">plam.popova@gmail.com</a></li> <li>4. <a href="#">Philip F Johnson</a></li> <li>5. <a href="#">Seun Ojedeji</a></li> </ol>	<ol style="list-style-type: none"> <li>1. All content has to be previously approved by Staff before publication.</li> <li>2. On April 21 will be published Newsletter Issue #1</li> <li>3. On April 18, will be launched the webpage.</li> <li>4. 5 Newsletter Issues will be published until London.</li> <li>5. <a href="#">Calendar</a> was modified taking into account Singapore Meeting schedule.</li> </ol> <p>AI: 03/05/2014.</p> <ol style="list-style-type: none"> <li>1. Ask WG Charis to send the content they want to be published on the Website and Newsletter.</li> <li>2. Coordinate the content production with <a href="#">Juan Manuel Rojas</a> (Interview) and Franco Moya (Logistic)</li> </ol>
<b>Interviews</b>	<p>In charge of interviewing participants and community leaders before and during the Summit.</p> <p>Will work in coordination with Content Team and Staff.</p>	<b>Juan Manuel Rojas</b>	Need at least 1 member from each Ralo.	<ol style="list-style-type: none"> <li>1. <a href="#">Olivier Crepin-Leblond</a> will answer the interview for the first Newsletter Issue.</li> <li>2. 3 Ralo Chairs already answered the interviews.</li> </ol> <p>AI: 03/05/2014.</p> <ol style="list-style-type: none"> <li>3. Send to staff the questionnaire that is going to be sent to chosen members of the community for the pre-Atlas Newsletter. Ask if they would like to send a video as well.</li> </ol>
<b>Logistics</b>	<p>In charge of providing information and content about: Visa, schedules, rooms, transportation, hotel info, maps, information about London, climate, useful apps, eating out, museums, etc.</p> <p>Will work in coordination with <a href="#">Logistics</a> and <a href="#">Public Relations WG</a>, Content and Social Team.</p>	<b>Franco Moya</b>  <b><a href="mailto:francoemoya@gmail.com">francoemoya@gmail.com</a></b>	<ol style="list-style-type: none"> <li>1. <a href="#">Andreea Gherasim</a></li> <li>2. Inam Ali <a href="mailto:inam_aliz2005@hotmail.com">inam_aliz2005@hotmail.com</a></li> <li>3.</li> </ol>	<ol style="list-style-type: none"> <li>1. Franco will send to the mailing list the <a href="#">Info gathered about Logistics</a> and London for comments.</li> </ol> <p>AI: 03/05/2014.</p> <ol style="list-style-type: none"> <li>1. Ask <a href="#">Logistics</a> WG to provide information about info they need to publish on the Newsletter and Webpage.</li> </ol>
<b>Translations</b>	<p>In charge of helping staff to provide the translations on time. The expected time to provide the translations ready is the day before at 18:00.</p> <p>Will work in coordination with Staff and Content Team.</p>	<b>Andreea Gherasim</b>	<p>Franco Moya (Portuguese and Spanish) <a href="mailto:francoemoya@gmail.com">francoemoya@gmail.com</a></p> <p><a href="#">Matthieu Camus</a> (French)</p>	<ol style="list-style-type: none"> <li>1. The team will provide the translations to staff on timely manner.</li> </ol> <p>AI: 03/05/2014</p> <ol style="list-style-type: none"> <li>1. Coordinate the work methodology with staff.</li> </ol>
<b>Social Media</b>	<p>In charge of engaging participants before, during and after the Summit, using social networks.</p> <p>Will work in coordination with Logistics Team, Ralo Chairs and staff.</p>	<b>Sergio Salinas Porto</b>	<ol style="list-style-type: none"> <li>1. <a href="#">Moataz Shaarawy</a></li> <li>2. <a href="#">Philip F Johnson</a></li> </ol>	<ol style="list-style-type: none"> <li>1. After Singapore Meeting will decide on the Social Media Strategy.</li> </ol> <p>AI: 03/05/2014.</p> <ol style="list-style-type: none"> <li>1. Will work with <a href="#">Ariel Liang</a> to create and provide a Social Media Strategy.</li> </ol>

Report	<p>In charge of reporting daily about the highlights of the day - during the Summit.</p> <p>Will work in coordination with Content Team. <b>Members of this Team must be in London during the Summit.</b></p>	<p><a href="#">Darlene Thompson</a></p>	<ol style="list-style-type: none"><li>1. Plamena Popova <a href="mailto:plam.popova@gmail.com">plam.popova@gmail.com</a></li><li>2. <a href="#">Konstantin Kalaitzidis</a></li><li>3. <a href="#">Sarah Kiden</a></li></ol>	
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