

# NARALO - Proposed Showcase Schedule

Items	Person(s) Responsible	Target Completion	Observations
Agree on Speakers and Content	WG	14 February	@1/26: Proposed speakers - Vint Cerf and Markus Kummer ISOC's VP of Public Policy. Vint has been contacted but not confirmed. @2/24: done.
Confirm Speakers		21 February	@2/10: Vint has confirmed his participation.,@2/17: Staff needs to confirm Rod's participation, @2/24: done. ★ @3/3:Staff will follow up on the invitation for Rod Beckstrom to introduce Vint Cerf at the Showcase event on behalf of NARALO. - IN PROGRESS
Sponsorship Letter	WG	14 February	
<ul style="list-style-type: none"> <li>Draft letter</li> </ul>		3 February	@1/26: Chris Grundemann will talk to his contacts at Google to find out who to contact for sponsorship request, @2/24: done.
<ul style="list-style-type: none"> <li>Letter posted for comments</li> </ul>		4 February	@2/10: done.
<ul style="list-style-type: none"> <li>Finalize Letter</li> </ul>		11 February	@2/10: done
<ul style="list-style-type: none"> <li>Send Letter to potential sponsors</li> </ul>		14 February	@2/10: Darlene has sent letters to CIRA and TuCows. Chris was ready to send letter to Google., @2/17: Chris confirmed that Google will be sponsoring the event. Invoice logistics need to be defined. ★ @2/24, @3/3: [1] Staff will follow up with ICANN's legal and meetings department whether ICANN could act as the "supplier" record for Google to cut a PO against.- IN PROGRESS, [2] Any decision about transportation to the Town Meeting?
Showcase Flyer	Chair/Staff	9 March	
<ul style="list-style-type: none"> <li>Draft Flyer</li> </ul>	Chair	16 February	@2/17: ICANN will be working on additional promotional material., @2/24: [1]Staff will talk to ICANN's meeting department to find ways to promote the event in advance of the ICANN conference, [2] Staff will ask for printed version of the NARALO brochure in EN, FR and ES (Question: How many of each?) ,[3] Staff will ask meetings staff to provide flyers for the showcase on Saturday and Sunday. ★ @3/3: [1] Staff spoke to the communications department and are proceeding accordingly. Done. [2] brochures done, [3] Staff will ask meetings staff to provide flyers for the showcase on Saturday and Sunday, [4] Staff will ask meetings staff to promote the NARALO Showcase on TV monitors on Saturday through Monday. - IN PROGRESS
<ul style="list-style-type: none"> <li>Flyer Posted for Comments</li> </ul>	Chair	23 February	@3/3: Open
<ul style="list-style-type: none"> <li>Print Flyer</li> </ul>	Staff	9 March	
<ul style="list-style-type: none"> <li>Distribute Flyer</li> </ul>	WG	13-14 March	
ALS Templates /Wiki Pages	NARALO/Staff	9 March	
<ul style="list-style-type: none"> <li>Templates sent to ALSes</li> </ul>	Staff/WG	14 February	@1/26: [1]Darlene will collect the fact sheets from the ALS members., [2]Staff will prepare a draft NARALO showcase website /// @2/10: [1]Darlene has started , [2] done.

• Deadline for completion of ALS templates /wiki pages	NARALO ALSes	4 March	@2/17: Only 7 ALSs have sent their information., @2/24: Darlene will keep following up on the missing ALS factsheets. , ★ @3/3: [1] Darlene will follow up on the missing ALS factsheets.- IN PROGRESS.
• Printing of ALS templates /Finalization of wiki pages	Staff	9March	★ @3/3:[1] Staff will also look at simpler URL for the San Francisco showcase such as <a href="http://www.naralo.org/showcase">www.naralo.org/showcase</a> - COMPLETED. [2] [2] Staff will ask meetings to add a link to the NARALO showcase on the main meetings website. - IN PROGRESS
<b>Prepare Speakers' Notes (outlining themes)</b>	<b>Volunteer (with staff)</b>	<b>04 March</b>	
• Prepare drafts		26 February	@2/17: define who is going to do this, @2/24: Staff will provide speaking notes for Rod
• Finalize		2 March	★ @3/3:Staff will provide speaking notes for Rod - IN PROGRESS
• Send to speakers		4 March	
<b>Catering</b>	<b>Chair/Staff</b>	<b>28 February</b>	
• Check with Meetings Staff /local catering		21 February	@1/26: [1]Staff will get in touch with meetings whether it would be possible to have the Showcase at 6:00 pm., [2]Staff will follow up with meetings whether there is budget for cocktails , @2/10: \$1,000 to be allocated by ICANN
• Finalize catering		28 February	@2/17: Google will be sponsoring the event. ICANN will add up to \$1800 to the budget if necessary, @2/24:Staff will inform ICANN's meeting department that last minute additions for food and snacks are excepted., ★ @3/3:Heidi will inform ICANN's meeting department that last minute additions for food and snacks are excepted.- COMPLETED, WAITING TO RECEIVE UPDATED BUDGET ESTIMATE
<b>Run-through with Speakers</b>	WG/Speakers/Staff	<b>14 March</b>	@2/24: Need to coordinate with speakers - location and time, ★ @3/3: [1] F/U speaker gift - Gisella will organize wine bottles from different continents for Vint. - IN PROGRESS, [2] Staff will ask meetings for pictures of the different meeting venues. - IN PROGRESS
<b>Showtime!</b>	All	<b>14 March</b>	

Staff will also look at simpler URL for the San Francisco showcase such as [www.naralo.org/showcase](http://www.naralo.org/showcase) - COMPLETED