LACRALO Trip Proposal 5

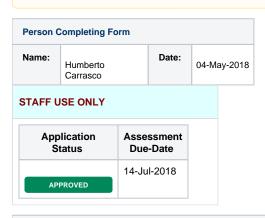| Person Completing Form			
Name:	Humberto Carrasco	**Date:**	04-May-2018

STAFF USE ONLY

Application Status	Assessment Due-Date
APPROVED	14-Jul-2018

Trip Proposal Section	**LINK TO TRIP ASSESSMENT:** LACRALO Trip Assessment 5 DRAFT

1) Number of Travelers: *(Note: Each traveler uses one trip of the total number allocated to each organization/structure).*	2

2) Traveler Contact Information and Itinerary:

Traveler	Email	From City	From Country	Depart Date	Return Date
Jacqueline Morris	jam@jacquelinemorris.com	POS	Trinidad and Tobago	20-Jun-2018	23-Jun-2018
Humberto Carrasco	hcarrascob@gmail.com	La Serena	Chile	20-Jun-2018	

3) Special Travel Circumstances, Arrangements, Explanations, or Notations: *(Please identify each traveler, as applicable)*	Jacqueline Morris and Humberto Carrasco are travelin to LAC-i Roadshow in Pánama. However, Humberto Carrasco is a supported traveller to ICANN 62 from 25 to 28 June 2018.
	Given Humberto is a supported traveler to ICANN62, he can use the ICANN Travel funding for ICANN F2F meetings to fly to Panama and return. The CROP proposal is only for this hotel stay from 20 to 23 June. This is indeed an exception (it would be 4 nights) but given the savings of not having to pay for the flights, it is up to CROP staff to decide whether this exception is possible, given the cost savings of not paying for the flight.
	Jacqueline Morris is not attending ICANN62 and can be processed in the regular manner.

4) Event/Conference Name, Title, or Descriptor:	LAC-i Roadshow: Session dedicated to outreach focused on key topics related to the critical infrastructure of the Domain Name System (DNS) in the region.

5) Event/Conference Dates:	**Start:** 21-Jun-2018 **End:** 22-Jun-2018

6) Event/Conference Website Link:	https://www.icann.org/news/announcement-2018-04-30-en

7) Primary Event/Conference Location:				
	Street Address:	Hotel Golden Tower Panama, Av Balboa y Calle 53 Esquina Marbella, Panama City, Panamá		
	City:	Panamá,	**Country:**	Panama

8) ICANN Global Stakeholder Engagement Region:	Latin America and Caribbean

9) Activity Sponsors: *(Note: all event sponsors must be identified in order to comply with ICANN travel guidelines).*	ICANN

10) Proposed Goals and Outcomes: **>> *Content Guidelines (click here)*** **Please develop specific goals/outcomes for as many of the following categories as applicable:** 1) <u>Workshops/Seminars/Presentations</u> **including roles (e.g., speaker, facilitator, organizer), relevant content, literature to be disseminated, and specific purposes/objectives.** 2) <u>Engagement/Outreach</u> **including broadening awareness of ICANN in targeted regional areas (e.g., under-represented).** 3) <u>Recruitment</u> **including formal/informal invitations to become involved in ICANN stakeholder communities, working groups, and/or fellowship programs.** 4) **Fulfillment of documented** <u>Outreach Strategic Plans</u> **and/or** <u>ICANN Regional Strategies</u>**.** 5) <u>Knowledge Sharing</u> **including intentions to extend learnings within and among ICANN stakeholder communities.**	Engagement/Outreach including broadening awareness of ICANN in the LAC region. Recruitment -To engage groups and individuals in the LAC region to become involved in ICANN stakeholder communities, working groups, and/or fellowship programs, especially the LACRALO. ICANN Regional Strategy for LAC - this outreach is one of the pillars fo the LAC Strategic plan.

11) Additional Information *(optional)*:	
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Acknowledgements	Confirmed?	Name	Date	Notes
The participants identified in this application agree to abide by the terms and conditions of this FY18 Community Regional Outreach Program (CROP) as outlined on the CROP Procedures & Guidelines page.	Yes	Juan Manuel Rojas	07-May-2018	According to guidelines we will need one application form for each traveler.
The ICANN Organization / Structure's leadership has authorized the submission of this Trip Proposal.	Yes	Dev Anand Teelucks ingh	10-May-2018	
The ICANN Stakeholder Engagement Vice-President has concurred that the Proposed Goals/Outcomes of this Trip Proposal are consistent with operational plans and/or strategies.	Yes	Dev Anand Teelucks ingh	09-May-2018	From Rodrigo :Hello Dev, The proposal is great. I concur. Good luck and thanks for contributing to the LACiRoadshow.
The CROP Staff Administrators confirm that this trip satisfies the program's terms, guidelines, and policies.	Yes	Benedett a Rossi	14-May-2018	Approval based on CROP guidelines for 3 nights and 4 days matching the days of the event. Noting the traveler Humberto is not requesting CROP funding for airfare.
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Approved Travel Elements:

Traveler	Approved Arrival Date	Approved Departure Date	Approved Fees
Jacqueline Morris	20-Jun-2018	23-Jun-2018	Airfare Hotel/Lodging Per Diem
Humberto Carrasco	20-Jun-2018	23-Jun-2018	Hotel/Lodging Per Diem

Staff Department Notifications:

Program Requirement	Date Satisfied /Confirmed	Initials	Notes
Program Criteria Satisfied	14-May-2018	BR	Noting not possible to extend hotel past the event duration since it doesn't coincide with the approved event for outreach. Airfare not needed by Humberto but can be accommodated if needed via CROP.
Constituency Travel Notified	14-May-2018	BR	
Travel Booking Initiated with Attendees	17-May-2018	JDJ	

Program Admin Transfers from Community Drafts to Approved Forms:

Trip **Proposal**	14-May-2018	Trip **Assessment**	

CROP Trip Proposal Template (May 2017)