GAC ICANN75 Annual General Meeting Details

This document has been prepared by the GAC Support staff to familiarize GAC attendees with the resources available to help prepare for and participate in GAC sessions and other community events during the ICANN75 Annual General Meeting.

This document is designed to be a handy reference guide for both new and experienced GAC participants. Readers can consult specific topics and categories of information without reading the entire document.

The topics covered in this document include:

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As you review this document, please let the GAC Support staff know if we have missed something you are interested in or if you have additional questions about any of the subjects herein. GAC Support staff can be reached at gac-staff@icann.org.

GAC Meeting Overview

Each GAC Meeting usually takes place in conjunction with an ICANN Public Meeting. ICANN org has recently (ICANN74) returned to a "hybrid" meeting format where ICANN community attendees have the opportunity to meet face-to-face at the meeting site (subject to proactive health and safety protocols) or to follow sessions remotely/virtually. ICANN75 will, once again, fully employ this hybrid meeting format.

ICANN75 Meeting "Prep" Week

An integral part of ICANN Public Meeting preparations is known as "Prep Week" - which takes place approximately ten (10) days prior to the meeting. During Prep Week, ICANN org staff conduct a variety of webinar briefings designed to enable interested parties to obtain background information, receive topical issue updates and learn more about the general work of the ICANN community since the previous public meeting. Detailed information about ICANN75 "Prep Week" sessions (and recordings of each session) can be found at - https://75.schedule.icann.org/prep-week-schedule

GAC Meeting Agenda – Navigating the Meeting Calendar Page

GAC members and observers will be gathering throughout the ICAN75 meeting week (6 days) from Saturday 17 September through Thursday 22 September.

The GAC calendar page for ICANN75 can be found on the GAC website at - https://gac.icann.org/agendas/icann75-hybrid-meeting-agenda. Please make sure you are logged-in to the GAC website with your ICANN Account access credentials to make full use of the public and GAC-private contents of the page.

In developing the agenda for ICANN75, the GAC leadership has worked hard to avoid session conflicts to enable GAC members to attend cross-community plenary sessions and other sessions of interest during the public meeting. As a consequence, in addition to showing all the GAC sessions for the week, the GAC website ICANN75 calendar page includes references to other notable ICANN75 community sessions that may be of interest to GAC members.

ICANN75 Hybrid Meeting Agenda

Select Edition:

ICANN75 Hybrid Meeting Agenda ⌄

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ICANN | GAC
Governmental Advisory Committee

AGENDA

Kuala Lumpur, Malaysia 17 September 2022 - 22 September 2022

Introduction

Management of the GAC ICANN75 Hybrid Meeting:

(GAC Members login recommended)

The ICANN75 Annual General Meeting will be held in Kuala Lumpur, Malaysia. The meeting will be conducted as a hybrid event to accommodate both in-person and virtual attendance. The GAC meeting schedule for the ICANN75 Hybrid Annual General Meeting has been developed to leverage that new format.

The GAC public meeting during ICANN75 will cover a total of six (6) calendar days from Saturday 17 September to Thursday 22 September 2022. The first two days (Saturday and Sunday will feature a total of seven (7) "capacity building" sessions to provide GAC

Jump to

Introduction

Tuesday, 06 September 2022

Saturday, 17 September 2022

Sunday, 18 September 2022

Monday, 19 September 2022

Tuesday, 20 September 2022

Wednesday, 21 September 2022

Thursday, 22 September 2022

Once you have accessed the ICANN75 virtual meeting agenda page, click on any session you want to know more about. For example ICANN75 – Session 1 - GAC Opening Plenary on Monday, 19 September from 02:30 to 04:00 UTC (https://gac.icann.org/sessions/icann75-session-1-gac-opening-plenary).

Please note that all session times are displayed in UTC, whereas the local/on-site time of the meeting is Kuala Lumpur, Malaysia (UTC+8).

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HOME   NEWS   ABOUT THE GAC   GAC ADVICE   MEETINGS & RECORDS   WORK EFFORTS

Meetings & Records

Full meetings of the GAC are usually conducted three times a year in conjunction with an ICANN public meeting. They may also be conducted intersessionally. GAC meetings are usually open. This part of the website provides access to past, present and future GAC meeting materials, including other calls and interactions the GAC has internally and with other groups.

Calendar   ICANN Meeting Agendas   ICANN Meeting Minutes

Sep 19 2022

ICANN75 - Session 1 - GAC Opening Plenary
02:30 - 04:00 UTC

Topics Discussed: **GAC Activities, ICANN Meetings**

When you reach a session page, you will find all the necessary information about the session and you will have access to any materials prepared for the session as they are created and published, including:

- Session details (date/time/title)
- Remote participation link (*a Zoom Web Conference Link will be provided shortly before (the previous day) the session is held*)
- Real Time Transcription link
- Briefing documents will be posted under the *Material* section at the bottom of the session page
- Presentation Slides for each session will also be posted under the *Material* section
- Links to session recordings and transcript - *published after the public meeting concludes*

You may also find the pdf agenda version of the GAC schedule useful (https://gac.icann.org/agendas/public/icann75-gac-schedule.pdf) as it identifies all GAC sessions for the meeting week on a single-page document. Sessions are color-coded as indicated in the "legend" at the bottom of the document**.** As noted above, in addition to the GAC plenary sessions, the agenda also identifies other sessions of interest during the week. In-person attendees have found it helpful to print out a copy of the agenda to bring with them to the meeting or to download a copy on their mobile phone.

Please note that at past GAC face-to-face public meetings, in rare instances, the meeting agenda has had to be updated to reflect real-time changes during the meeting week. That is also possible for this hybrid meeting. As necessary, throughout the week, GAC Support will generate updated versions of the agenda to reflect any changes that may take place. Staff will notify GAC participants of any schedule changes via email as soon as possible.

Keeping Time - Meeting Time Zones

All times in the GAC agenda/schedule are listed as UTC.

Please note that ICANN75 official meeting hours for sessions are scheduled from 09:00 to 17:30 standard time in Kuala Lumpur, Malaysia (UTC+8) and dedicated session times during that business-hours window are being used for the official meeting schedule. Full ICANN org meeting support (interpretation and real time transcription) can only be made available to the community during those business hours.

Registration for ICANN75

Attendance at an ICANN Public Meeting is free to the general public.

For ICANN75, the ICANN org is requiring that ALL meeting participants officially register in advance of the meeting in order to ensure accurate numbers for logistical (i.e meeting room and schedule access) and health and safety purposes.

Please register for ICANN75 as soon as possible. Also, please be responsive to individual emails from GAC Support staff asking for your GAC delegation plans and RSVP requests so that we can account and plan for your attendance during ICANN75 - particularly if you intend to participate in the meeting in-person at Kuala Lumpur.

For participants attending the meeting remotely, full meeting registration status is also necessary to view the full public meeting schedule.

Although formal GAC delegates will receive calendar invitations to individual GAC Meeting sessions, for your own planning purposes, you are strongly encouraged to formally register for the ICANN75 meeting as early as possible.

Instructions and information about ICANN75 meeting registration can be found at this web link; https://75.schedule.icann.org/

To register for the meeting you will need to have an "ICANN Account". If you do not have an ICANN Account at the time you attempt to register you will be redirected to a web page that helps you to establish your account.

Registration for Individual Sessions

Even after registering for the meeting, you must also register for individual meeting sessions throughout the week.

1. Registration to Confirm In-Person or Virtual Participation Registration is required for all attendees. In-person attendees MUST be pre-registered by 14 September to gain access to the convention center.

2. Build your Personal Agenda to Reserve your Seat (In-Person Attendees) From the main navigation menu, select Schedule > Full Agenda, Click the plus sign (+) next to any session(s) you intend to participate in person (or virtually).
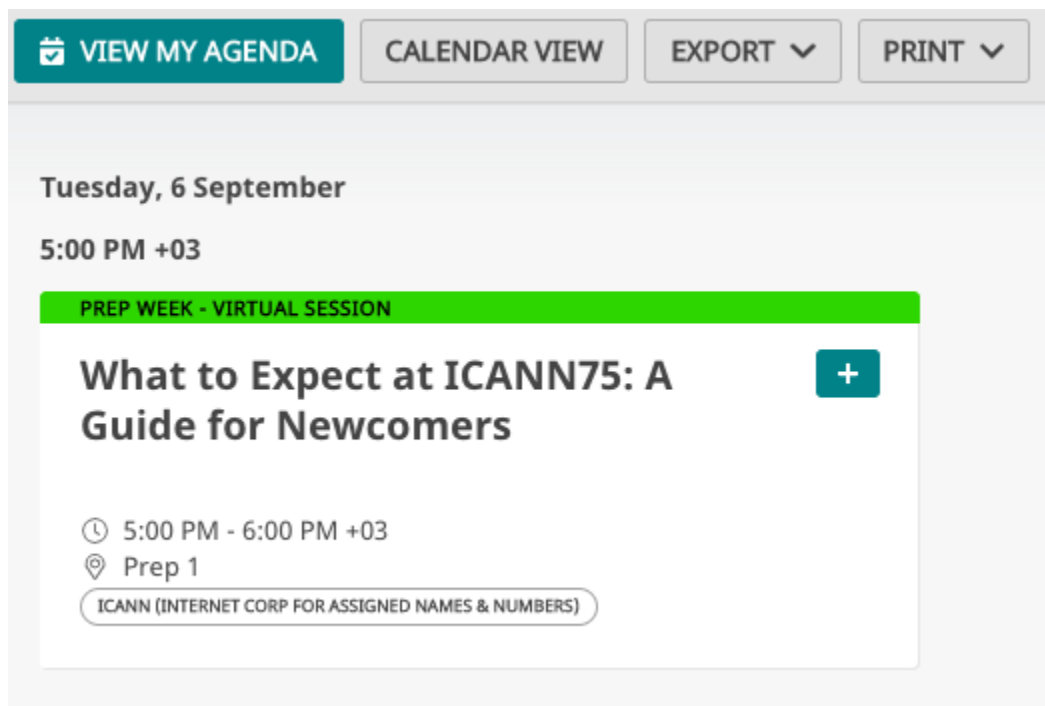
3. Keep your Registration and Calendar Up to Date! If your plans change from in-person to virtual participation or vice versa, it is important to update your registration profile accordingly.

If I change my registration from in-person to virtual, will I have to re-register for sessions? No, changes will automatically update to the correct attendance profile. (Please allow 24 hours for changes to take place.)

Connecting to GAC Sessions - Zoom Room Tool Basics

Zoom virtual meeting rooms will be used as the technology platform for all sessions of the ICANN75 meeting - for both in-person and virtual attendees. Most GAC delegates are already familiar with the platform as the Zoom tool has been used during the previous ICANN public meetings and for GAC community calls.

GAC Support staff will send calendar invitations for each ICANN75 GAC session via email directly to all GAC Member and Observer organization participants. Those invites will also include details for how to connect to each session via Zoom. Please look for those calendar invites in your email in-box before the start of ICANN75.

Please note that individual Zoom room connection details will only be shared by ICANN org about 24 hours before the session is scheduled to begin. GAC calendar invites will be updated accordingly via email as soon as that information becomes available to the GAC Support staff.

Connecting to Other Community Sessions

Please note that non-GAC cross-community sessions will utilize their own different Zoom Room links. Links to ICANN Community sessions of potential interest to GAC delegates will also be added to the individual session entries on the GAC Calendar page.

All participants are required to download the Zoom application to successfully connect to the GAC sessions.

After completing your meeting registration, to participate in any session, please visit the schedule page and navigate to your chosen session. Most sessions during this meeting will utilize a standard Zoom Meeting, which allows up to 500 participants to join. Features include the ability to unmute your microphone as needed, type in chat, and view documents and shared video. A handful of sessions, including the Public Forums, will operate as Zoom Webinars. These webinars are capable of accommodating more participants than a standard Zoom Meeting but have less functionality

ICANN75 INFORMATION - Zoom Room Expectations and Protocols

The ICANN75 Annual General Meeting will be conducted as a hybrid event to accommodate both in-person and virtual attendance. ICANN is committed to ensuring an inclusive meeting that provides an equal opportunity for all to engage on important policy matters. All participants will be required to use Zoom to participate in meeting sessions and will be required to utilize the "Raise Hand" feature to enter the queue to talk (this includes in-room attendees).

To join a session's Zoom room, simply visit the schedule and navigate to the session of your choice. In the description, you will find the Zoom link listed under Participation Links . We have also published a quick guide on how to use Zoom, which is available here. Live language interpretation will be provided in multiple languages in select sessions. ICANN has integrated remote simultaneous interpretation (RSI) into Zoom. More information on how to use this new feature is available here.

Note: We encourage you to share YouTube links (when available) on social media. However, to help reduce session disruptions, please do not share Zoom participation links on social media.

If you have any questions or concerns about participating remotely, please don't hesitate to reach out at mts@icann.org.

An Equitable Experience for All

- Room Setup Improvements (with physical distancing)
  - Additional screens
  - 1:1 microphones
  - Cameras allowing virtual participants to see in-room participants
  - Dedicated Staff Participation Managers in all on-site meeting rooms and Zoom.
- Virtual Participants - Use the Zoom Microphone to speak and Zoom Video to be seen.
- On-Site Participants
  - Use a physical microphone (push to talk, wireless handheld, or podium microphone) to speak during the session. Do NOT use the Zoom Microphone to speak.

Regardless of physical location, all participants should use the Raise Hand feature in Zoom to join the speaking queue.

More Info on Zoom Room Mechanics

For general information on remote participation tools (Zoom meeting rooms and interpretation application) please visit [https://75.schedule.icann.org/participation-tools]

Zoom Room Tutorial References

If you need to learn or brush-up on using Zoom, please consult the Joining a Zoom Meeting Tutorial.

Download Zoom
Zoom Help Center

[Zoom Tutorials](#)

Zoom also offers free [live training](#) for anyone interested in learning more.

PLEASE ENSURE YOU HAVE UPDATED YOUR ZOOM APP TO THE LATEST VERSION TO ACCESS ICANN75 SESSIONS.

Joining the Zoom Room

Attendees can join any ICANN75 Zoom room meeting using the following methods:

- Computer audio (a good USB headset is recommended)
- Call me - Zoom will dial out to you on the number you provide (please remember to select the correct country code)
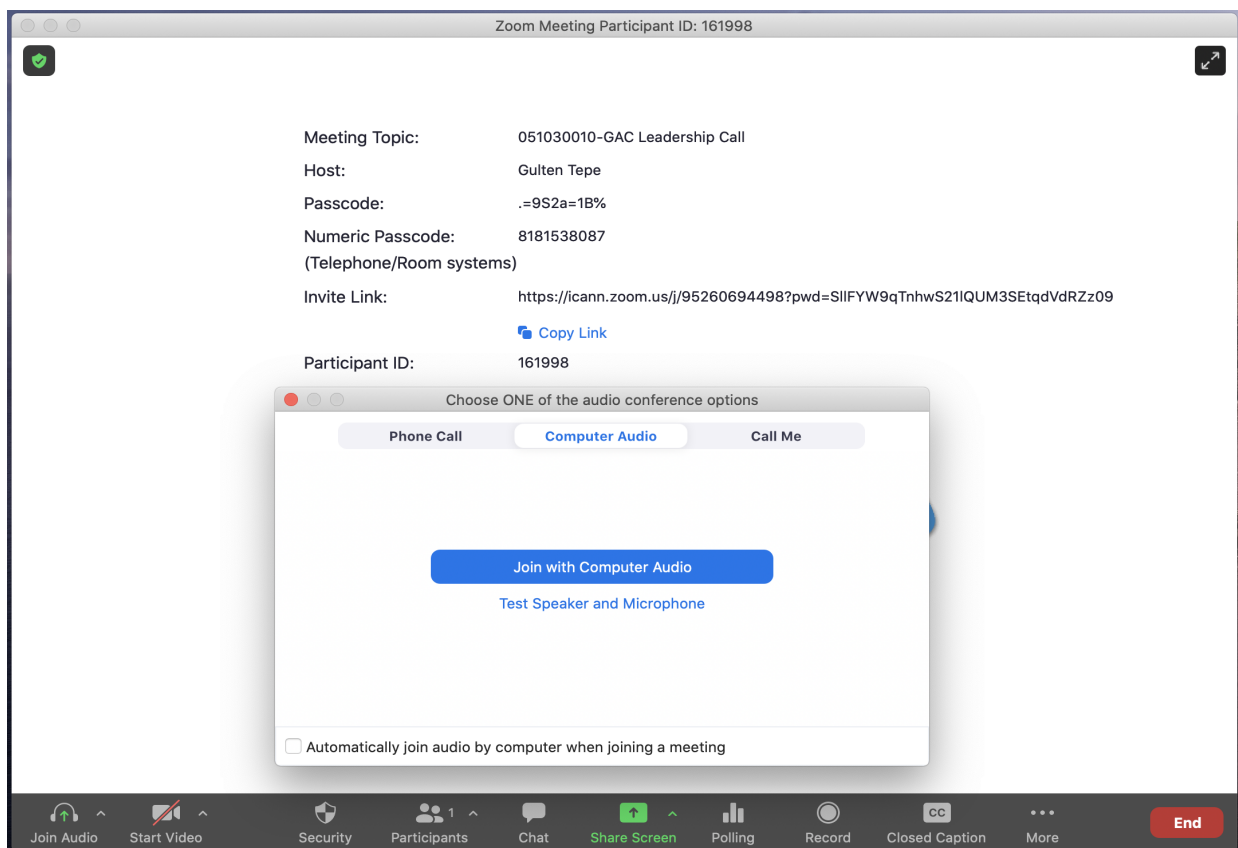
Comments/Questions during GAC Zoom Sessions

If you wish to make a comment, ask a question or take the floor during a GAC session, you may either type "<Question>" in the chat pod of the Zoom room or raise your hand, situated in the reactions icon on the Zoom banner at the bottom of the screen under ''Reactions'' tab.
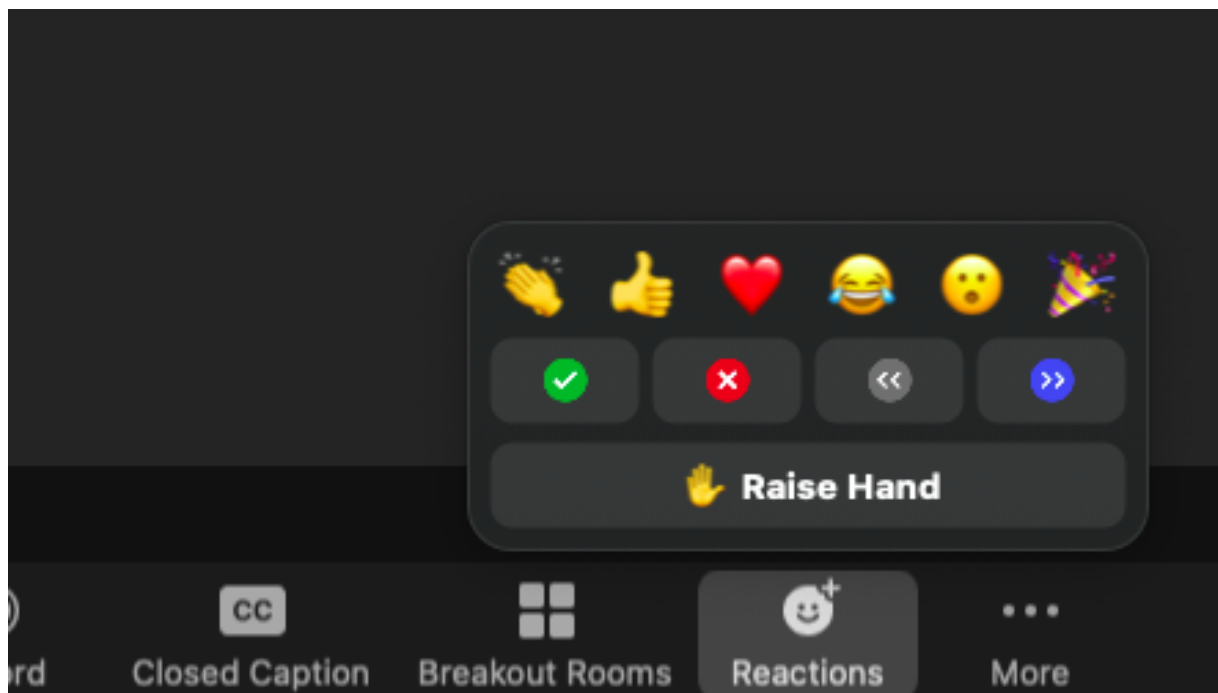
Zoom Access to "Live" Session Interpretations

As an additional Zoom room feature, the Zoom room for each GAC session enables "live" real-time interpretation in the 6 UN languages and Portuguese. This capability can be accessed from the Zoom room menu at the bottom of the Zoom screen (as shown below).
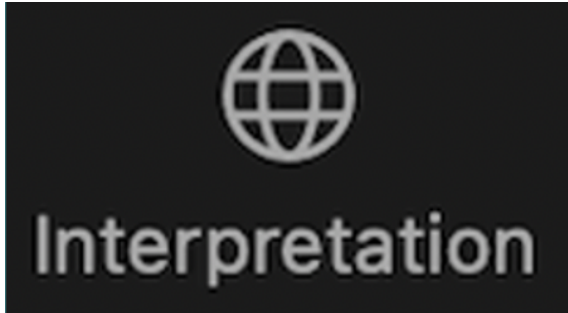
Remote Interpretation/Congress Rental Network

If you are unable to connect to the Zoom platform, you may also access the interpretation channels using the remote simultaneous interpretation (RSI) application (Congress Rental Network – "CRN"). This system has been very effective during previous virtual GAC meetings.

    To open the CRN application using one of the following links:

    Mobile app is https://urlgeni.us/ICANN-GAC
    Browser is https://crn.interpret.world/loginlink?token=ICANN-GAC&lang=SRC
    GAC Token: ICANN-GAC

(The relevant links for other sessions can be found in the session description at https://75.schedule.icann.org/participation-tools)

Please note that CRN is a listen-only platform. You must still connect your audio in Zoom when you wish to speak. While speaking in Zoom, be sure to mute or disconnect the audio in the CRN platform to prevent an audio feedback loop.

Real Time Transcriptions (RTT)

Real-time transcription (RTT), also known as "scribing", is a feature used at every ICANN Meeting for GAC sessions. RTT will be provided for GAC sessions scheduled during the ICANN75 Meeting official times. RTT links will be provided under each GAC session on the calendar._In the_

case of audio difficulties, you can use the RTT feed as an alternative way to follow session activities, if absolutely necessary.

> • RTT and Zoom closed captioning (CC) will be provided in English.
>
> • If the session is being scribed by live captioners, you may also open the Scribe RTT link listed in the relevant session link/description on the ICANN75 meeting schedule [https://75.schedule.icann.org/agenda]. This access is particularly helpful to monitor more than one Zoom room at the same time. This access also provides a quick (unofficial) running transcript of a session "during" the session.
>
> • If a particular session is not being scribed by live captioners via RTT, Zoom's automated real-time text service will be enabled.
>
> • You can view the real-time text provided by Zoom by clicking the "CC" (closed captioning) icon on the Zoom toolbar.

Please note that the automated and live real-time text transcription might contain inaccuracies and is not an official record of the meeting. Also, real-time text might not be available for speech interpreted into other languages.

Official transcripts for all GAC sessions will be provided in English and made available in the weeks immediately after the ICANN75 meeting. If a session was supported in other languages, official transcripts in those supported languages will also be published via available web links.

Creating and Managing your Own ICANN Schedule

The official ICANN75 Meeting schedule will be published on the ICANN75 Meeting page at: https://75.schedule.icann.org/agenda. In order to find session information, please go to the top banner on that page and click on "Schedule". You will have the option to either click on FULL AGENDA or MY AGENDA.
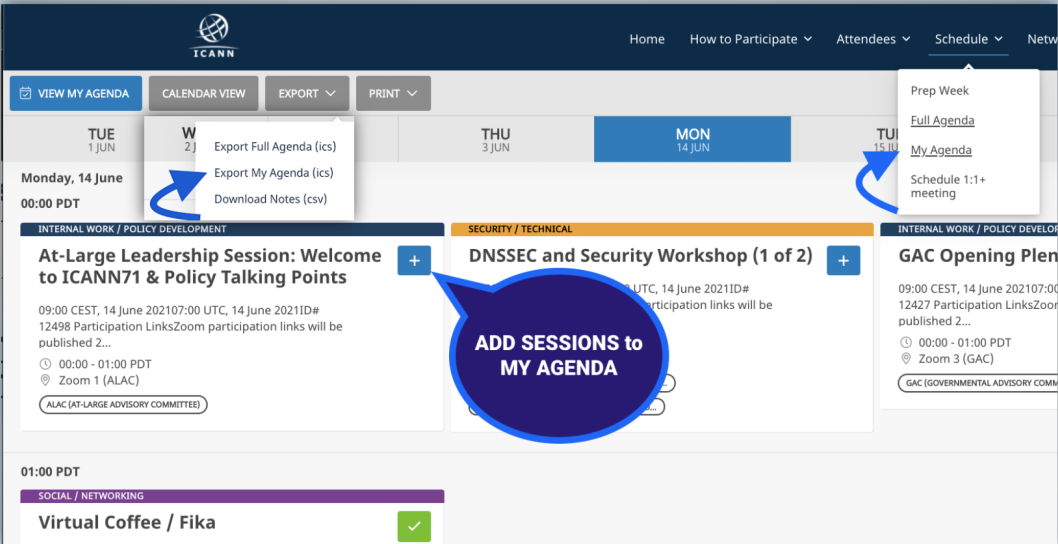
MY AGENDA

If you are fully registered for the meeting and have created your profile, you may select which sessions you wish to attend remotely and create your own personal meeting schedule. Those added sessions will appear in "My Agenda" as a child page of the Schedule. To create your profile, please follow the steps indicated.

FULL AGENDA

Using the "Full agenda" option will allow you to view the ICANN75 Meeting community schedule, day by day. Simply select the day of the meeting week and then click on the session you wish to view. Session descriptions, Zoom room links, RTT links (if provided), and additional material will be made available on each session page.

Navigating the Online Schedule: My Agenda

1. Select **Export > Export Full Agenda (ics)** or **Export My Agenda (ics)**
   - A file download will save as **my-agenda-export-date-time.ics**
2. Locate the file, and right click to select **Open-as > Desired Calendar Type**
3. Once the calendar file opens, click **Save**.

● **HOW TO DOWNLOAD ICANN7 SESSION INFORMATION TO YOUR CALENDARS:**

Step 1 - Create a profile and your personalized ICANN75 schedule

Go to the https://75.schedule.icann.org/agenda and create a profile and login. Every session on the Full Agenda can be selected and added to your individual schedule by clicking the (orange ' + ' box) in the upper right corner of each meeting. This adds it to your individual schedule, My Agenda, which you can then add to your calendar. See next step.

Step 2 - To import your personal schedule into your calendar: **once you've added all your chosen meetings to your schedule, click on (View My Agenda)**

- Click the down arrow next to **Export**
- Select **Export My Agenda (ics)**
- Open the exported meetings .ics and add to your chosen calendar
- For Microsoft Outlook, right-click on the exported meetings .ics file and choose **Show in Folder**
- Right-click on the file, and select **Open with Microsoft Outlook**. Save & Close.

Note: Your Agenda can only be exported from the desktop app; the ICANN75 phone app does **not** offer this feature.

Step 3 - **All remote participation sessions will use Zoom rooms.** You can find the Zoom room links for public meetings on the https://75.schedule.icann.org/agenda. URLs will be made available 24hours prior to the sessions. Participants will have the ability to view the links only if they have registered.

Please download the latest Zoom app on your participation device (mobile or desktop computer). Need to learn or brush-up on using Zoom? Check out the Joining a Zoom Meeting Tutorial.

PLEASE ENSURE YOU HAVE UPDATED YOUR ZOOM APP TO THE LATEST VERSION TO ACCESS ICANN75 SESSIONS.

**Step 4 - Download the mobile app by searching for "ICANN Meetings" in your app stores.**

There are three options to connect your audio:
1) Via VoIP, choose Computer Audio (from a smartphone choose Call using Internet Audio)
2) Getting a dial out from Zoom to your phone, choose Call Me (from a smartphone choose Call My Phone)
3) Phoning into the audio bridge (access numbers and Meeting ID are provided for that option), choose Telephone Audio (from a smartphone choose Dial in)

Schedule Listing Example: Zoom Links

- **Participation Links**
  Zoom Meeting Link: https://icann.zoom.us/j/94642077830
  Zoom Meeting ID: **946 4207 7830**
  Zoom International Dial-In Numbers: https://icann.zoom.us/u/aeHgxySi8D
  Scribe – Closed Captioning: https://streamtext.net

• To join a session from your desktop:
  - If you have downloaded the Zoom application, simply click on the Zoom link in the relevant session description.
  - If you have not downloaded the application, go to zoom.us/join and enter the Meeting ID. The ID code is available in the session description.

• To join a session from your mobile phone or tablet:
  - You need the Zoom application on your device to access the session. Once the application is on your device, simply click on the link in the relevant session description.

• Please make sure you are on mute when you enter any Zoom session. Your video shouldl be "off" by default. You can control the mute and unmute via the meeting controls.
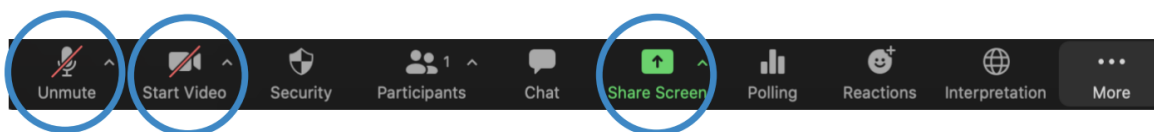

Language Availability - Live Interpretation (Important)

• All sessions that include interpretation will be conducted using the ICANN Remote Simultaneous Interpretation (RSI) platform now integrated into Zoom. You can select the language of your choice by clicking on the "Interpretation" icon on the toolbar.

• This feature is only available for participants joining via the Zoom application using computer audio.

• Click on the "Interpretation" icon on the Zoom toolbar.
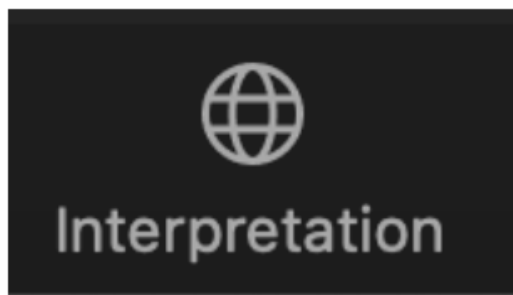
• Select the desired language (English, Chinese, French, Russian, Spanish or Arabic).
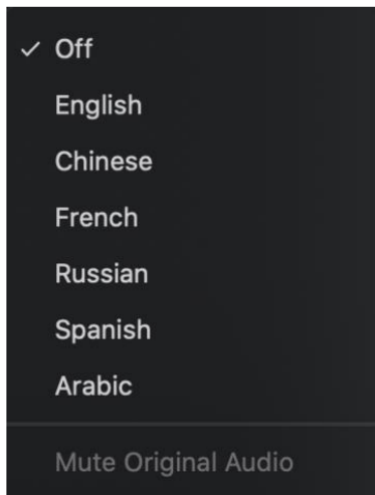
• If you would like to ask a question or make a comment in one of the supported languages, raise your virtual hand in the Zoom platform.

• Select the language you will speak by clicking on the "Interpretation" icon on the toolbar.

• When called upon, unmute your microphone in Zoom. State your name for the record, the language you will speak, and ask your question or make your comment.

• Mute notifications from all other platforms or devices.

• When you are done speaking in the Zoom session, mute your audio, and listen to the language of your choice.

• Please note that if you will be speaking a language OTHER than the language you are listening to, you must change your selection each time you speak to ensure interpretation can be heard by other participants.

• In the event a speaker does not select their language channel, they may still be heard by selecting: **Unmute Original Audio**.

Tips to Make the Most of a Hybrid Meeting

• Consider using a headset if you are planning to speak during a session. Headsets often have better microphones and sound quality than the built-in microphones and speakers in your laptop or mobile phone.

• State your name and affiliation for the record before you make your comment. Speak clearly, directly, and slowly. If you are reading a statement or a document, please pause between sentences.

• ICANN is a global community and different cultures have different communication styles. Without the benefit of facial expressions and body language, misunderstanding can occur. Please try to be succinct when interacting virtually to avoid miscommunications.

• Be aware that all ICANN Public Meeting sessions are subject to ICANN's Expected Standards of Behavior and the ICANN Community AntiHarassmentPolicy.

• You are encouraged to stay connected with ICANN org after the meeting through news updates and regional newsletters. Sign up here.

Lessons Learned

During the GAC Wrap Up Session on Thursday, 22 September we hope there will be some time available to get feedback from you on how to improve the "hybrid" meeting experience. Time permitting, please share your feedback live on Thursday, 22 September or email to GAC Support staff directly at gac-staff@icann.org, that will be most appreciated!

Please advise GAC Support at gac-staff@icann.org if there are additional topics or resources that you would like explained in this or future meeting briefings.

# # #

Additional Useful Web Page Resources

Free online courses on ICANN Learn: https://learn.icann.org
     – Learn about ICANN groups and processes
     – Build skills to enhance participation
     – Discuss concepts with fellow learners

ICANN org Regional Newsletters: https://info.icann.org/LP---Regional-Newsletter.html

ICANN Meetings schedule: https://75.schedule.icann.org/agenda

Other useful resources:

Health and Safety FAQs https://75.schedule.icann.org/health-safety
Session Registration FAQs https://75.schedule.icann.org/event
Participation Guides https://75.schedule.icann.org/participation-tools
ICANN Expected Standards of Behavior
https://www.icann.org/resources/pages/expected-standards-2016-06-28-en
Meeting Support meetingsupport@icann.org
Newcomer webpage https://www.icann.org/newcomers
ICANN Acronyms and Terms https://www.icann.org/icann-acronyms-andterms/en/nav/A
ICANN Communities https://www.icann.org/community
Policy Development Support https://www.icann.org/policy
Technical Functions https://www.icann.org/technology

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