GAC ICANN87 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 ICANN87 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:

Table of Contents

Registration for ICANN87 2
GAC Meeting Overview 2
Meeting Prep Week 2
GAC Meeting Agenda – Navigating the Meeting Calendar Page 7
Keeping Time - Meeting Time Zones 8
Registration for Individual Sessions 9
Connecting to GAC Sessions 9
Connecting to Other Community Sessions 10
ICANN87 Information 10
An Equitable Experience for All 11
Zoom Tutorial References 11
Joining the Zoom Room 11
Comments/Questions during GAC Sessions 13
Zoom Access to Live Session Interpretations 14
Real Time Transcriptions (RTT) 14
Creating and Managing your own ICANN Schedule 15
Language Availability - Live Interpretation 17
Tips to Make the Most of a Hybrid Meeting 18
Useful Web Pages 19

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.

Registration for ICANN87

Attendance at an ICANN Public Meeting is free to all ICANN community members and the general public.

For every ICANN Meeting, it is required that ALL meeting participants officially register in advance of the meeting, even if you intend to participate remotely, in order to ensure accurate numbers for logistical (i.e meeting room and schedule access) purposes. In person attendees must register no later than **14 October 2026.**

Although formal GAC delegates will receive calendar invitations to individual GAC Meeting sessions, for your own planning purposes you are required to formally register for the ICANN87 meeting as early as possible.

Instructions and information about ICANN87 meeting registration can be found at this web link - https://meetings.icann.org/en/meetings/icann87/

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.

GAC Meeting Overview

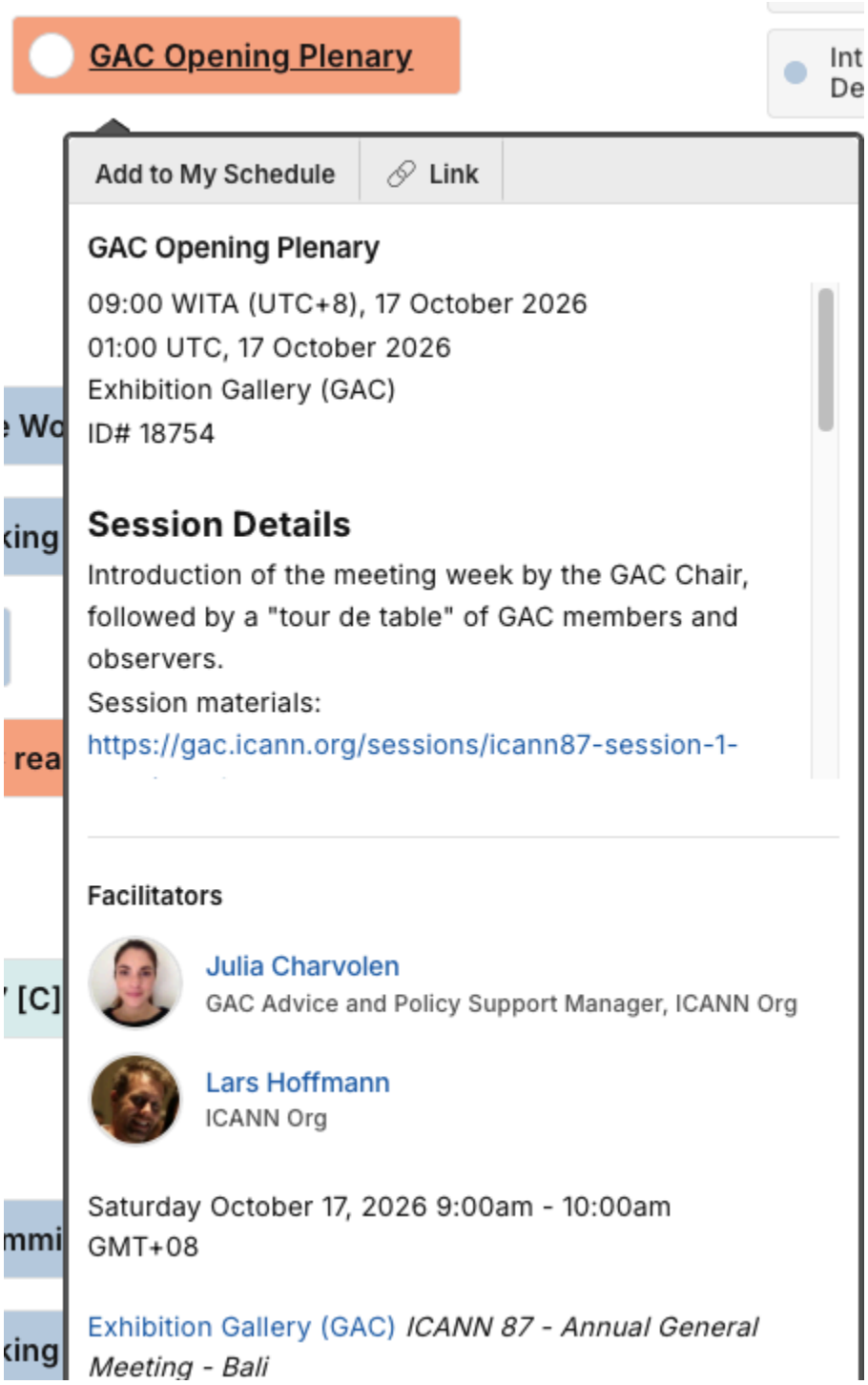
Each GAC Meeting usually takes place in conjunction with an ICANN Public Meeting. ICANN org utilizes a "hybrid" meeting format where ICANN community attendees have the opportunity to meet face-to-face at the meeting site (subject to local health and safety protocols) or to follow sessions remotely/virtually.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

Prep Week

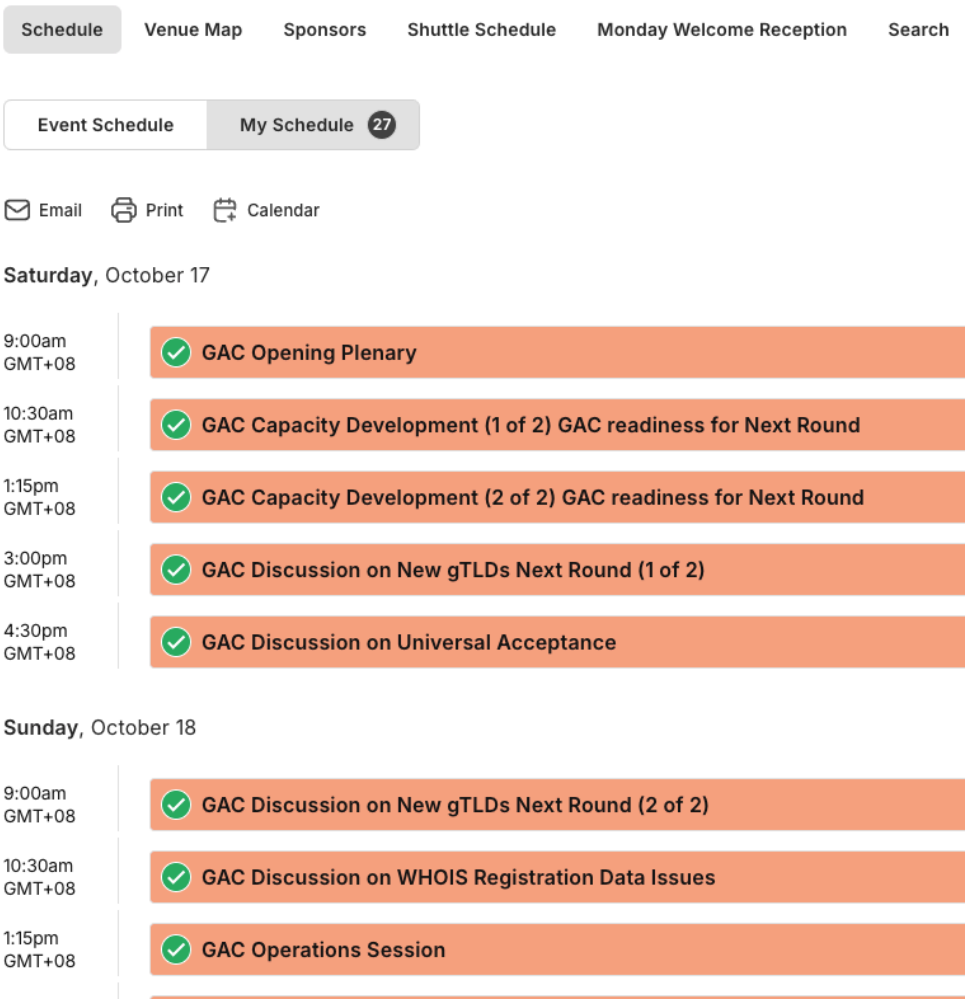
An integral part of ICANN Public Meeting preparations is known as "Prep Week" - which takes place approximately two weeks prior to the meeting. During Prep Week, ICANN org staff conduct a variety of webinar briefings designed to enable interested parties to obtain background information, receive topical issue updates and learn more about the general work of the ICANN community since the previous public meeting. Detailed information about ICANN87 "Prep Week" sessions (and recordings of each session) can be found at - https://icann87.sched.com/

- Click **Sign up** and enter your information (email address and create password)

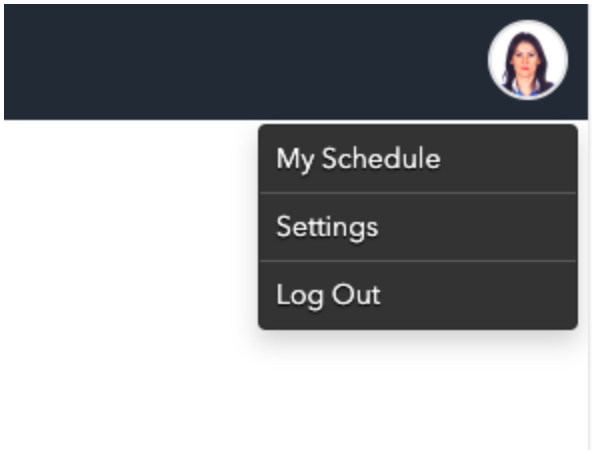
- Once you “Join Event”, the schedule shows up with blank radial buttons to the left of each session. Hover over the radial button and click “ADD TO MY SCHEDULE” (see screenshot below) or just click to add the checkmark.



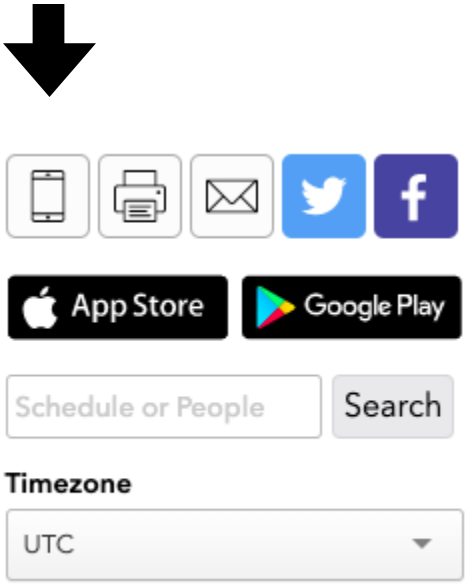
- Once you've selected all sessions, click the My Schedule link in the lower left corner or hover over your profile and select My Schedule.



Or



- Click the Phone icon



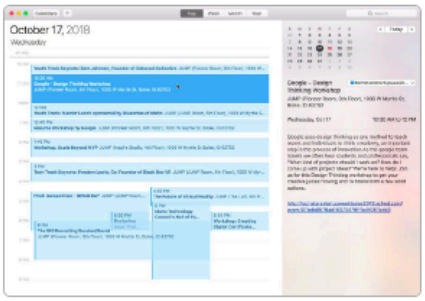
- In the bottom section, “Export Calendar”, click the link next to “My Schedule”. When the .ics is exported, add it to the appropriate calendar.

Calendar Sync for Google Calendar, Outlook & Apple Calendar

Subscribe in your calendar program to see this event alongside your meetings.

Apple Calendar

1. Choose a calendar to sync: **My Schedule** or **Full Event Schedule**
2. On next screen, set "Auto-refresh" to "Every hour" to ensure you get schedule changes.



Google Calendar

1. Choose a calendar to sync: **My Schedule** or **Full Event Schedule**.

Note: Google will only update the feed once per day, which means you could miss out on last minute updates.

Microsoft Outlook

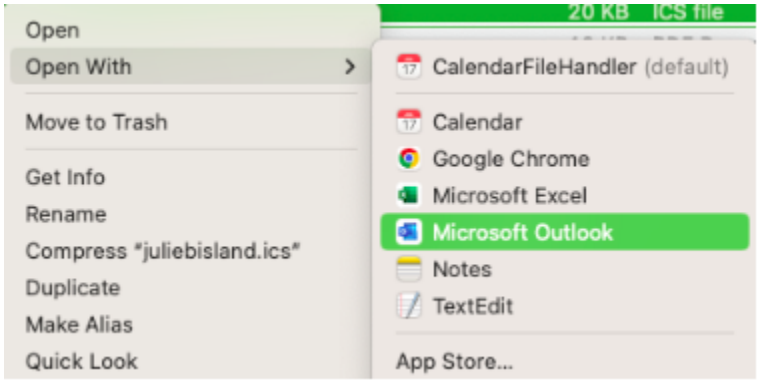
1. Choose a calendar to sync: **My Schedule** or **Full Event Schedule**
2. View instructions for Outlook.com or Outlook for Mac.

Export Calendar

This is a one-time export. You will not receive any updates to the schedule. If you expect the schedule to change, you should choose to one of the sync options above.

My Schedule: https://icann76.sched.com/gulten.tepe.ics

Full Event Schedule: https://icann76.sched.com/all.ics



All Prep Week activities are recorded, so if you are reading this material after a session has been held, you can still access the session content.

The https://icann87.sched.com/ is now posted!

GAC Meeting Agenda – Navigating the Meeting Calendar Page

GAC members and observers will be gathering throughout the ICANN87 meeting week (6 days) from Saturday 17 October through Thursday 22 October 2026.

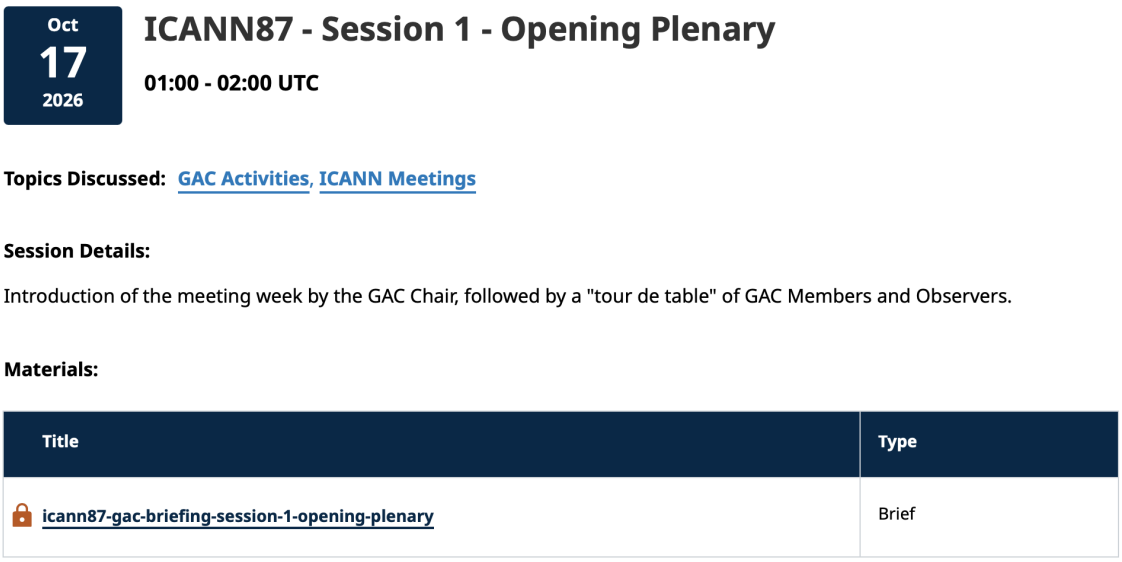
The GAC calendar page for ICANN87 can be found on the GAC website at https://gac.icann.org/agendas/icann87-bali-agenda#20October2026

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 ICANN87, the GAC leadership has worked hard to avoid session conflicts to enable GAC members to attend cross-community 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 ICANN87 calendar page includes references to other notable ICANN87 community sessions that may be of interest to GAC members.

Once you have accessed the ICANN87 hybrid meeting agenda page, click on any session you want to know more about. For example ICANN87 – Session 1 - GAC Opening Plenary on Saturday 17 October from 01:00 to 02:00 UTC (https://gac.icann.org/sessions/icann87-session-1-opening-plenary).

Please note that all session times are displayed in UTC on GAC website, whereas all sessions will be conducted during regular working hours in Bali, Indonesia (Waktu Indonesia Tengah, WITA/ UTC+8).


Oct
17
2026

ICANN87 - Session 1 - Opening Plenary

01:00 - 02:00 UTC

Topics Discussed: GAC Activities, ICANN Meetings

Session Details:

Introduction of the meeting week by the GAC Chair, followed by a "tour de table" of GAC Members and Observers.

Materials:

Title	Type
icann87-gac-briefing-session-1-opening-plenary	Brief

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)
- 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-author.icann.org/dA/b120e1a900/icann87-gac-schedule.pdf?language_id=1) 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 ICANN87 official meeting hours for sessions are scheduled from 09:00 to 17:30 standard time in Bali (Waktu Indonesia Tengah, WITA/ UTC+8). 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 Individual Sessions

After registering for the meeting, you should 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 October 2026 to gain access to the meeting rooms of the Bali International Convention Center (BICC)

2. To build your Personal Agenda from the main navigation menu, select Schedule > Simple (displays session titles only), Expanded (displays session details on the main page) Grid or By Venue> Click the checkmark (☑️) next to any session title that you intend to participate in-person or virtually.

3. Please 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 ICANN87 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 ICANN87 GAC session via email directly to all GAC Member and Observer organization participants. Please look for those calendar invites in your email in-box before the start of ICANN87.

Calendar invitations will include the link to the ICANN87 session web page. Participants will need to click on the link to view the connection details for each session.

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 most updated version of the Zoom application to successfully connect to the GAC sessions.

After completing your meeting registration, to participate in any session, please visit the official ICANN schedule page and navigate to your chosen session. Most sessions during this meeting will utilize a standard Zoom Meeting, which allows up to 500 virtual 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 ICANN Community Forum, will operate as Zoom Webinars. These webinars are capable of accommodating more participants than a standard Zoom Meeting but have less functionality.

ICANN87 INFORMATION - Zoom Room Expectations and Protocols

The ICANN87 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 official ICANN meeting schedule and navigate to the session of your choice. In the description, you will find the Zoom link listed under "Participation Links". ICANN org has 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 - including all GAC sessions. ICANN has integrated remote simultaneous interpretation (RSI) into Zoom. More information on how to use this feature is available here.

Note: You are encouraged to share ICANN87 session YouTube links (when available) on social media. However, to help reduce potential 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 gac-staff@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.

Zoom Room Tutorial References

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

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

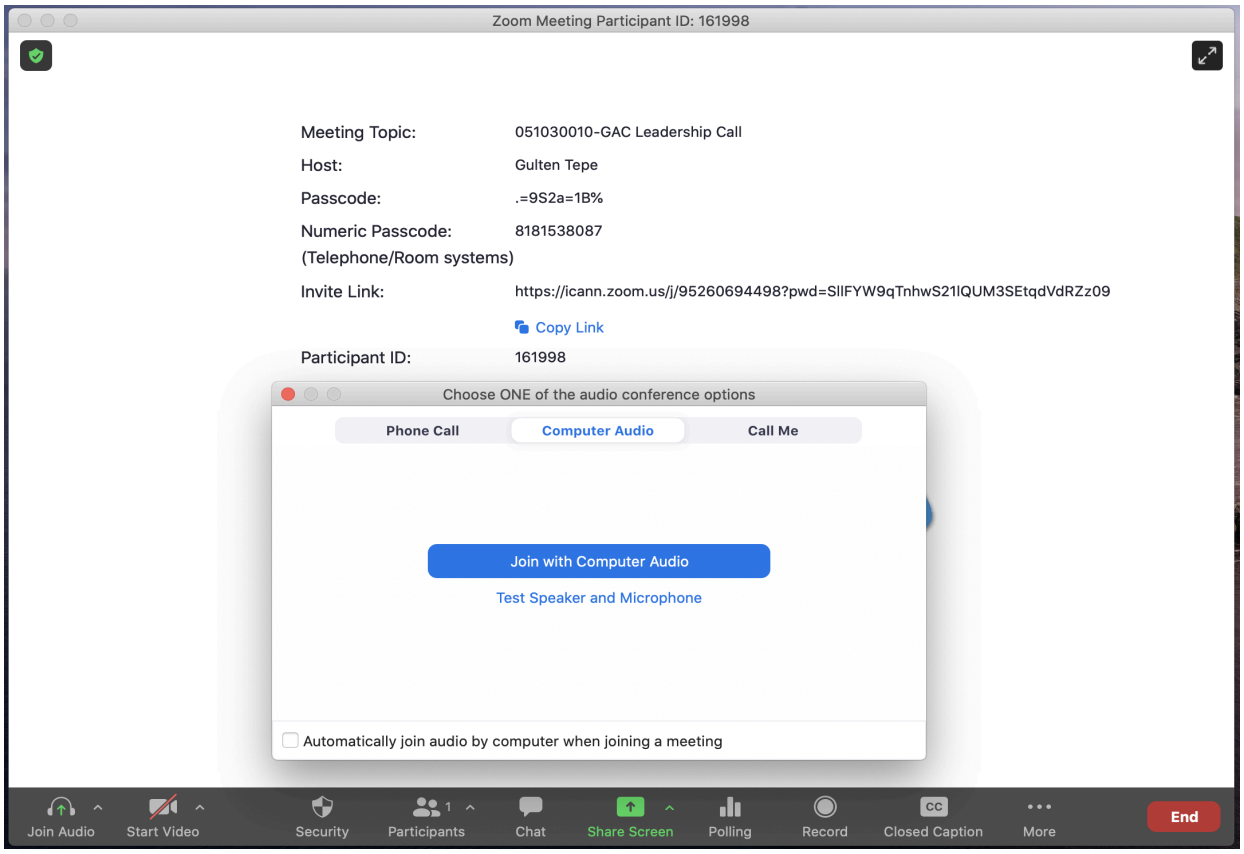
Zoom also offers free live training for anyone interested in learning more.

PLEASE ENSURE YOU HAVE UPDATED YOUR ZOOM APP TO THE LATEST VERSION TO ACCESS ICANN87 SESSIONS.

Joining the Zoom Room

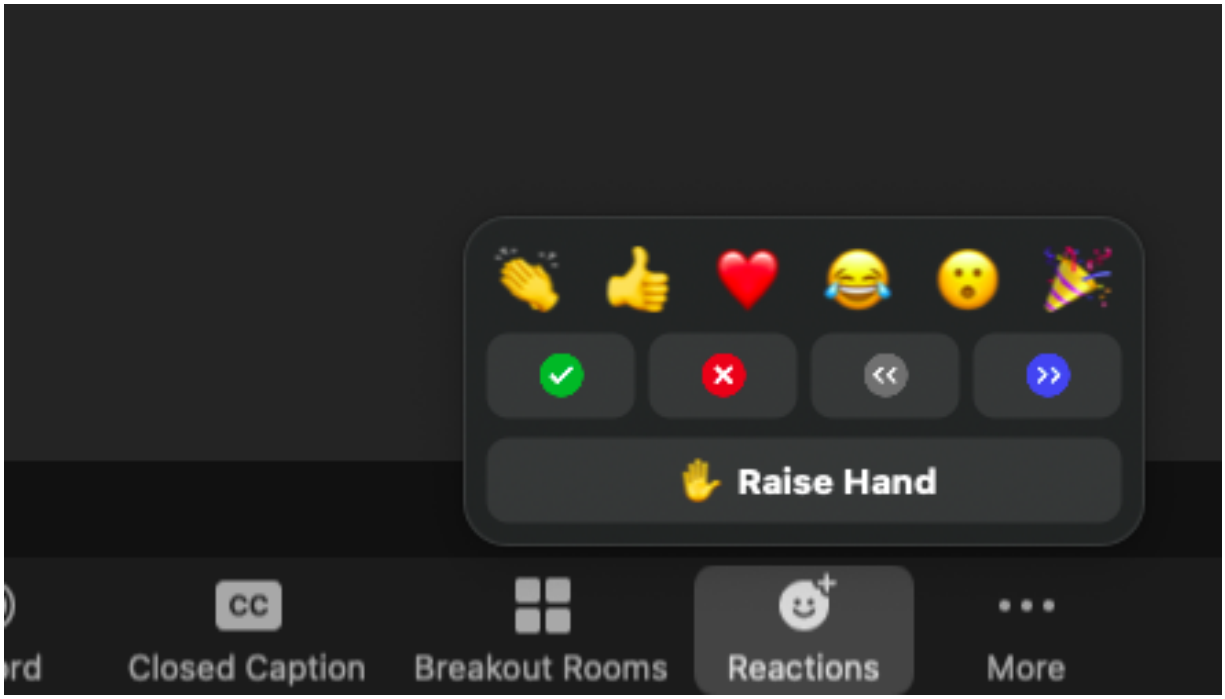
Attendees can join any ICANN87 Zoom room meeting using the following methods:

- 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)


Zoom Meeting Participant ID: 161998
Meeting Topic: 051030010-GAC Leadership Call
Host: Gulten Tepe
Passcode: .=9S2a=1B%
Numeric Passcode: 8181538087
(Telephone/Room systems)
Invite Link: https://icann.zoom.us/j/95260694498?pwd=SlIFYW9qTnhwS21lQUM3SEtqdVdRZz09
Copy Link
Participant ID: 161998
Choose ONE of the audio conference options
Phone Call
Computer Audio
Call Me
Join with Computer Audio
Test Speaker and Microphone
Automatically join audio by computer when joining a meeting
Join Audio
Start Video
Security
Participants
Chat
Share Screen
Polling
Record
Closed Caption
More
End

Comments/Questions during GAC Zoom Sessions

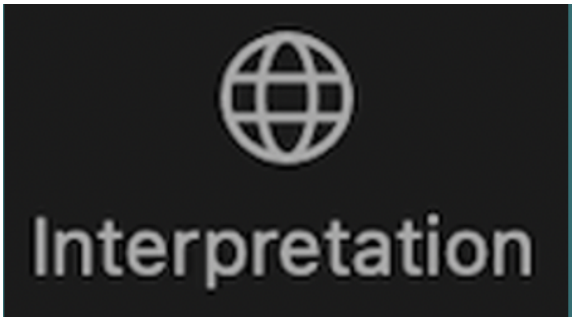
If you wish to make a comment, ask a question or take the floor during a GAC session, you may either type “<Question>” in the chat pod of the Zoom room or raise your hand, situated in the reactions icon on the Zoom banner at the bottom of the screen under ’’Reactions’’ tab.



- Note that Zoom frequently updates its features, so you may encounter new options at any time. GAC Support staff will work to alert attendees if anything like this occurs during the meeting week.

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).



This integration allows participants who have downloaded the Zoom application, to click a single button within the Zoom meeting or webinar to access the interpretation of all available languages.

- To use the interpretation feature within Zoom, download the Zoom application.
- The language spoken in Zoom may vary throughout the session depending on who is speaking.
- Participants should select the language they will speak or listen to by clicking on the Interpretation icon located on Zoom toolbar.
    - If you wish to speak, prior to unmuting your microphone, ensure you have selected the language you will be speaking, including English speakers.
- If you are unable to download Zoom or have dialed into a session via telephone, visit the relevant session information on the schedule to find an alternate, listen-only option.

Real Time Transcriptions (RTT)

Real-time transcription (RTT), also known as “scribing” or Live Captioning, is a feature used at every ICANN Meeting for GAC sessions. RTT will be provided for GAC sessions scheduled during the 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 ICANN87 Meeting schedule.

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.

Creating and Managing your Own ICANN Schedule

The official ICANN87 Meeting schedule is published on the ICANN86 Meeting page at: https://icann87.sched.com/. In order to find session information, you can either go to the session page or click on the Schedule - "Expanded" format in the drop down menu.

You will have the option to either click on SCHEDULE or MY SCHEDULE (bottom left banner).

https://sched.com/guide/your-personalized-schedule/

https://sched.com/guide/your-schedule-for-mobile-print-and-ical/

MY SCHEDULE

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 Schedule" available from the banner on the bottom left. To create your profile, please follow the steps indicated.



FULL SCHEDULE

Using the "SCHEDULE" option will allow you to view the ICANN87 Meeting schedule, day by day. Simply select 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.

- **HOW TO DOWNLOAD ICANN87 SESSION INFORMATION TO YOUR CALENDARS:**

Step 1 - Create a profile and your personalized ICANN87 schedule

Go to the https://icann87.sched.com/ and create a profile and login. Every session on the Full schedule can be selected and added to your individual schedule by clicking the checkmark (☑️)) in the left corner of each meeting title. This adds it to your individual schedule, My Schedule, which you can then add to your calendar. See next step.

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

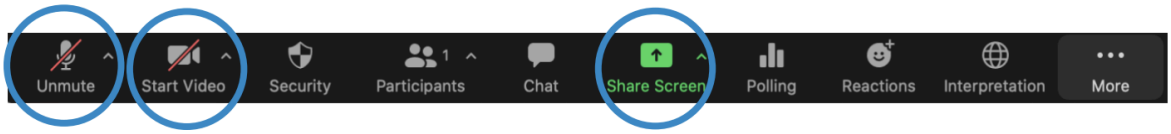
- Access the schedule https://icann87.sched.com/. The schedule shows up with blank radial buttons to the left of each session. Hover over the radial button and click "ADD TO MY SCHEDULE" or just click to add the checkmark (☑️).
    - Once you've selected all sessions, click the My Schedule link in the lower left corner or hover over your profile and select My Schedule.
    - Click the Phone icon
    - In the bottom section, "Export Calendar", click the link next to "My Schedule". When the .ics is exported, add it to the appropriate calendar.
- Please remember, for security purposes, participation links will be posted 24-hours prior to the session start times.

Step 3 - All remote participation sessions will use Zoom rooms. You can find the Zoom room links for public meetings on the https://icann87.sched.com/. URLs will be made available 24 hours 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.

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

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



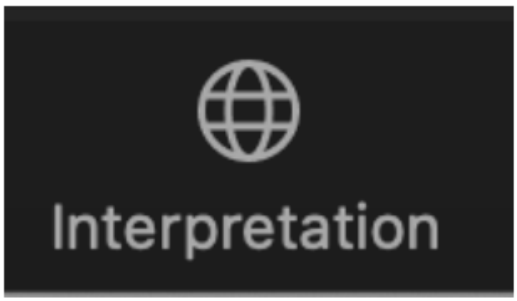
Language Availability - Live Interpretation (Important)

• A guide for using the interpretation feature in zoom; link to video

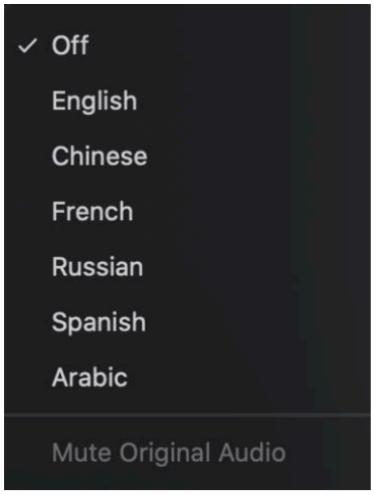
• All sessions that include interpretation will be conducted using the ICANN Remote Simultaneous Interpretation (RSI) platform now integrated into Zoom. You can select the language of your choice by clicking on the “Interpretation” icon on the toolbar.

• 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 on the Zoom platform.

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

• Mute notifications from all other platforms or devices (phone, ipad, etc). Review your notification settings and turn them off.

• Use a headset with a mic, if possible. Do not rely on your computer’s built-in mic to speak, if at all

possible. Both participants and interpreters will hear you much better.

• 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. Do not speak too close to the microphone as this creates interference.

• If you intend to read a statement, provide it to the session moderator IN ADVANCE.

• 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.

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

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://icann87.sched.com/

How to better use SCHED: https://sched.com/guide/your-personalized-schedule/

Participation Tool Guides https://meetings.icann.org/en/remote-participation

Newcomer webpage https://www.icann.org/en/beginners

ICANN Acronyms and Terms
https://www.icann.org/en/icann-acronyms-and-terms?nav-letter=a&page=1

ICANN Communities https://www.icann.org/community

Policy Development Support https://www.icann.org/policy

Technical Functions https://www.icann.org/technology