

WHO

- At-Large Staff

slides showing At-Large Staff persons

- Regional At-Large Organisations

- 5 RALO has a wiki page (show all the links)
- find the ALSes in the RALO
- RALO regional leaders

- ALAC

show who is in the ALAC
(any page with ALAC members?)

HOW

- mailing lists

ALAC announce

(read only, sent by Staff)

ALAC

read only for ALSes ; ALAC and regional leaders can post

RALO lists

RALO members discuss

where to find all the mailing lists

how to read the archives (even if you're not a member)

- Skype chat

- show screenshot

- how to join (must have Skype - email staff with your Skype ID)

- wiki (screenshots with highlighted areas)

key links

Policy Development Page, At-Large Working Groups, ALAC, RALO,

How to login
machine translation
How to create pages
How to add a comment to a page
How to find content (use search)
How to track changes

Attending a meeting

all At-Large meetings are open to attend
all meetings are recorded and transcribed and put on the wiki

MEETINGS

How do I join a meeting?

- find meeting on the At-Large calendar
- Understanding meeting times
 - what is UTC
 - how to find your time and date (timeanddate.com)
- mention link to how to subscribe to calendar
- from calendar, find link to wiki meeting page (show screenshot)
- show wiki page of WG meeting
 - wiki meeting page
 - meeting details - dial in details, date and time
 - agenda for meeting

- if you join a WG, you will be emailed a week before with meeting details and a reminder sent out 2 business days before. (screenshot of email of meeting reminder)
- you can request a dialout by emailing staff, or to send your apologies if unable to attend (important - for chair to know who will be on call, and postpone and reschedule)
- also if you in a WG, you may be polled to find a suitable date and time for meetings
 - via Doodle (show how that works)

During the meeting

- telephone bridge - Adigo
 - how to provide caller details - email staff
 - you can call yourself - need 4 digit conference id
 - (usually 1638 EN ; (conf id for ES and FR)
 - how to mute / unmute yourself - *6 to mute ; *7 to unmute

- webconference tool
 - Adobe Connect
 - desktop, mobile apps

- how to login
- how to connect computer audio
- how to mute your audio until time to speak
- make it interactive part - make everyone agree and disagree
- how to chat/private chat

After the meeting

- recording and transcripts are posted some time after
 - show screenshot of meeting where you

Other communication channels

- Facebook community page
- Twitter: ICANN_AtLarge
- Flickr

- ICANN At-Large page

- ICANN new website
- ICANN Facebook, YouTube, Twitter, etc

Q & A