

ICANN Hybrid Meetings



ICANN Meetings
September 2022

Introduction



Ted Bartles – Meeting Production Operations Manager

- ICANN Meeting Production Planning
- ICANN Meetings Audio Visual



Sara Caplis – Sr. Manager, Meetings Technical Services

- ICANN Meetings Network
- Remote Participation Services

ICANN Hybrid Meeting Enhancements

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On-Site Meeting Experience

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Virtual Meeting Experience

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Participant Coordination

On-site Meeting Experience

One microphone per person

Additional screen in each room to bring Virtual Participants into the on-site meeting room.

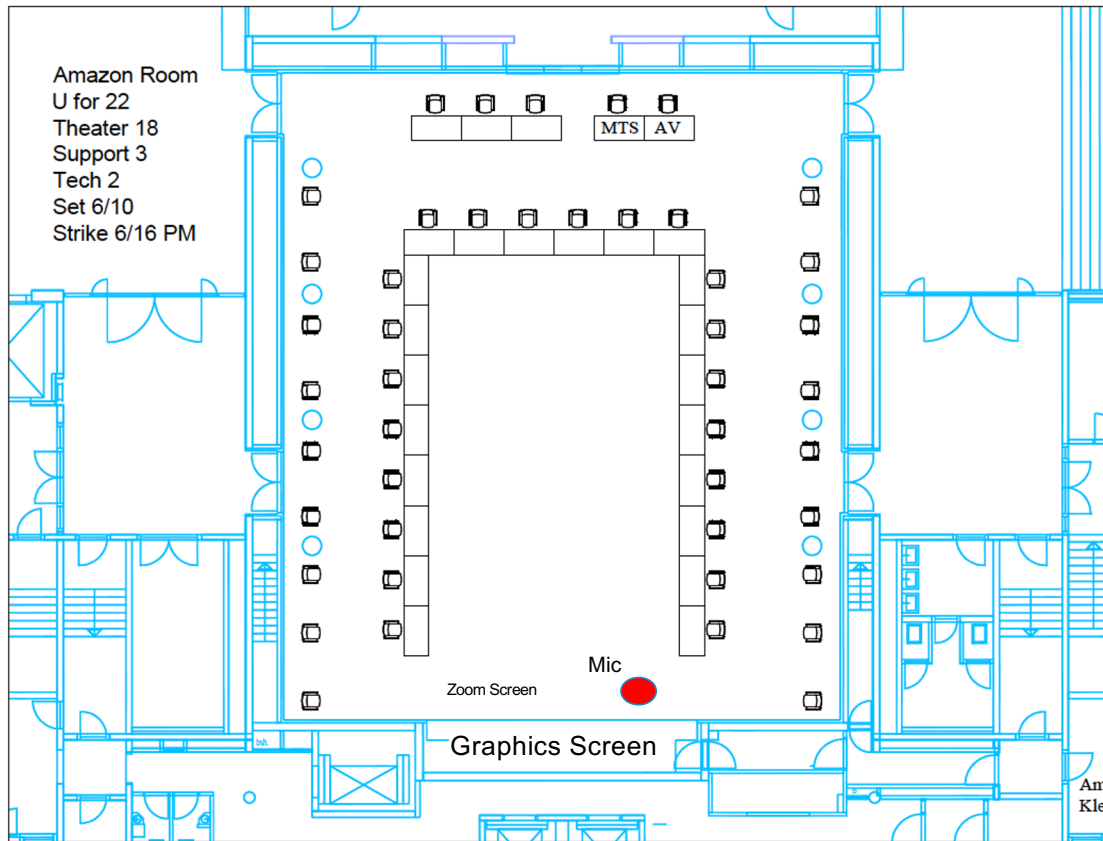
Cameras in all rooms

Additional time between sessions.

Updated Participation Manager training and Participation Guides targeted to on-site participants.

Physically distanced seating & enhanced cleaning protocols.

Room Layout/Set-Up



- Limited capacity due to social distancing.
- Minimal area for observers to queue.
- Microphones at every seat at the table.
- Plan your seating.
- Table Tents/Tent Cards/Name Cards recommended.

Roles & Responsibilities – Session Support Team



On-Site Participation Manager

Org Member assigned to be in the physical meeting room, as well as Zoom, facilitate the meeting through content sharing and queue management.



Virtual Participation Manager

Org Member assigned to support the session via Zoom, to facilitate the meeting, including the participation of Virtual Participants.



Session Facilitator/Leader

Org Member assigned to be in the physical meeting room, as well as Zoom, to facilitate the meeting, including the participation of On-Site Participants.



Virtual Meeting Experience

Implementation of the Zoom **Raise Hand** feature to create a speaking queue.

Retained improvements to Language Services features such as integrated interpretation in Zoom.

Virtual Participants encouraged to enable their Zoom Camera to be seen by other participants.

A reduced schedule to support the schedules of Virtual Participants.

Updated Participation Manager training and Participation Guides targeted to Virtual Participants.

Zoom Waiting Room Video

Participation Coordination



Session Chair and/or Moderator

Community member, who acts as a neutral party, to facilitate discussion and keep a session on track. May be on-site or remote.

(Not all sessions have a chair and moderator.)



Virtual Participant

A participant who is attending a session via Zoom but is not in the physical meeting room.



On-Site Participant

A participant who is attending a session from the physical meeting room and Zoom.



Questions

