

ICANN Meetings Remote Participation Services Matrix

LEGEND

X = indicates the service will be automatically provided

R = Service available upon request

Blank = Service unavailable

Where provided, interpretation will be available in the following languages only: English, Spanish, and/or French

Meeting Classification	Adobe Connect										
	Streaming		Chat		Other Features	Live Scribing	Recording		Audio Transcription	Two-Way Audio	Interpretation
	Audio	Video	(Monitored)	(Unmonitored)			Audio	Video			
General Session	X	X	X		R	X	X	X			X
Cross-Community Workshop (Large)	X		X		R	R	X		R		X
Cross-Community Workshop (Small)	X		X		R		X		R		R
Open AC	X		X		R		X		R		R
Open SO	X		X		R		X		R		R
Open SO-Constituency	X		X				X				
Open Technical	X			X			X		R		R
Open Working Group	R		R	X			R		R	R	R
Closed AC				X			R		R	R	
Closed SO				X			R		R	R	
Closed SO-Constituency				R			R		R	R	
Closed Board	R	R		R	R	R	R	R	R	R	R
Social Events / Meals											
Fellowship											R
Outreach / Introductory	X		R	X			R				

MEETING CLASSIFICATIONS:

AC = Advisory Committee, SO = Supporting Organisation

General Sessions - This refers to the following meetings only: Welcome Ceremony, GNSO Public Forum, ICANN Public Forum, and the Public Board Meeting.

Cross Community Workshop (Large) - Refers to events where the seating capacity AND expected attendance are both greater than 100 people, and where a cross-community audience is expected. Examples are: AC/SO Public Meeting, Forum on DNS Abuse, and the Internet Governance Workshop.

Note: Events held in large rooms do not automatically qualify as large workshops.

Cross Community Workshop (Small) - Refers to smaller similar events where the seating capacity is 100 persons or less.

Open Working Group - This could be any working group, whether convened by an SO, AC, or a combination. Board working groups are covered separately.

Closed Board - It is assumed that all Board meetings except the Public Board Meeting fall into this category.

Note: For the purposes of classification in the services matrix, Nominating Committee meetings would be a "Closed AC Session".

ADOBE CONNECT SERVICES

All Adobe Connect sessions will be set with default options to be optimised for dial-up connectivity with a maximum of 800x600 screen to facilitate low-bandwidth use and bandwidth-optimised video and audio settings where these media are supported in the AC window.

Adobe Connect sessions which have monitored chat: This means that a member of staff will monitor the chat and ensure that questions raised in the chat interface are asked during the meeting over the PA system. Staff meeting organisers will need to ensure that the meeting leader understands how the staff monitoring the chat will raise questions or comments from remote participants in advance of the session start. That person will also help the meeting focal point staff with any additional AC features that they request.

Adobe Connect sessions with unmonitored chat: Where this is automatically provided, or if requested, that means a room will be setup for the session with basic defaults. Staff supporting the session, and the participants in the room, will need to monitor the chat to interact with those who are remotely participating as required.

Adobe Connect Other Features: This refers to capabilities like: snap voting, whiteboard, and meeting notes. If these services are needed, meeting organisers for an unmonitored meeting will need to make time for training in advance of their session. Where a session has monitored chat, the focal point for that session will need to liaise with the member of staff monitoring the chat to have assistance using those features based upon that session's requirements.

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NOTES TO SERVICE MATRIX

Audio streams will be 8K standard, 16K maximum bit rate to ensure low bandwidth participants are most able to use the stream.

Video streams will be provided in two options: a low-bandwidth and a high-bandwidth option.

Audio and video streams will be made available separately from Adobe Connect sessions to facilitate use of Adobe Connect by those on low-bandwidth connections

Where interpretation is provided, the following will also be provided: audio streaming in each language, recordings of each stream, and a transcript in english.

Two-Way Audio = remote participants can dial into a teleconference bridge, and the bridge is connected to the public address system in the meeting room. This means the participants can speak over the PA, and they can hear whatever is said in the room through any microphone.