



Work track 5 Communication tool classroom – 21Nov2017



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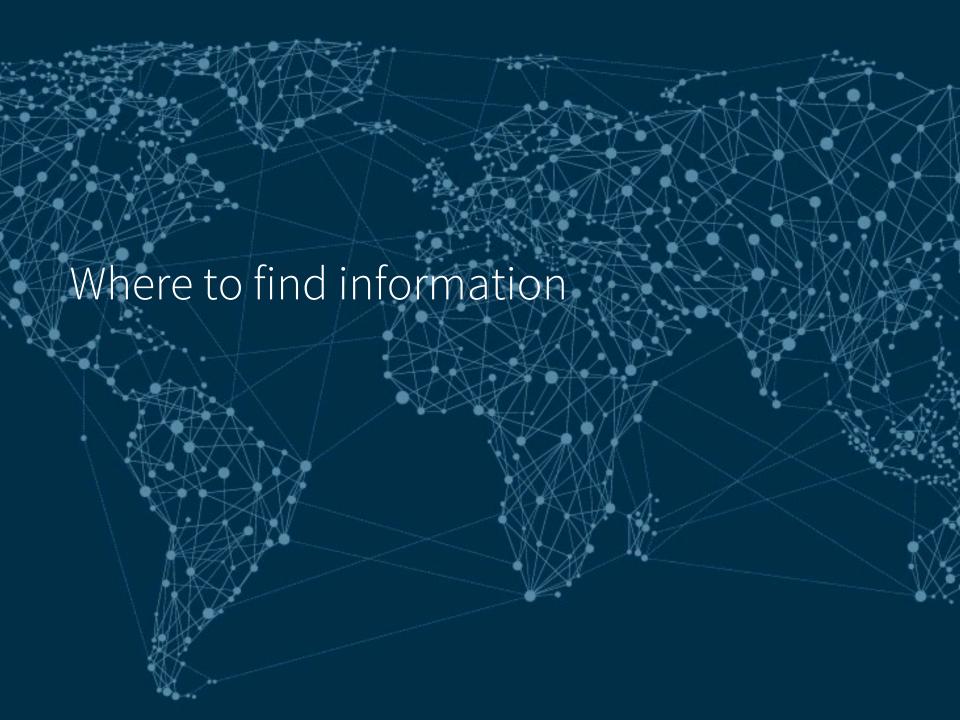
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Agenda - Communication Tools Classroom

Where to find information **Mailing lists Work Track 5 Members & Observers** 3 **Adobe Connect & Conference calls ICANN & GNSO Learn** Q & A





GNSO Master calendar

TRANSLATE

b bing

To translate any GNSO document (PDF, DOC, etc.), use Google Translate.



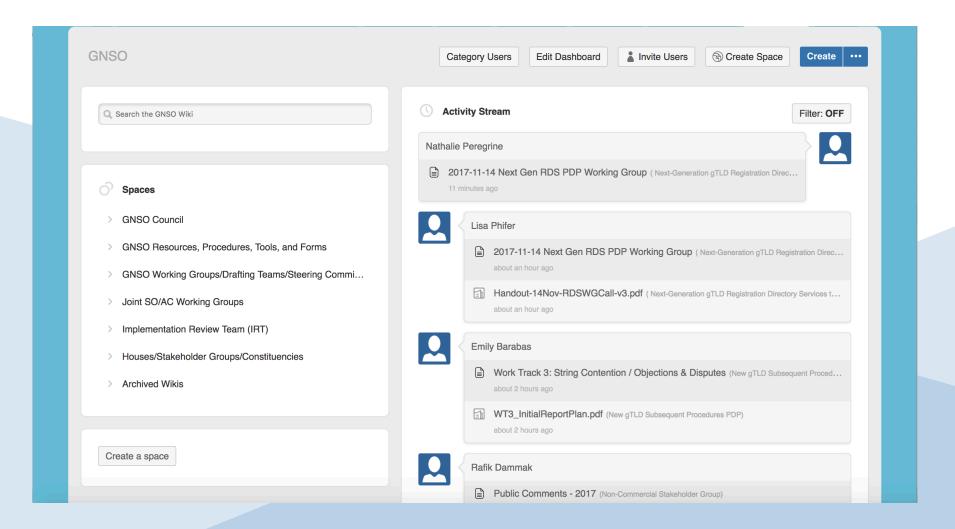


January | February | March | April | May | June | July | August | September | October | November | December

Date	Place	Time	Agenda	Minutes	Media
January					
4 January	Motions and Documents Due for GNSO Council Meeting 14 January				
11 January	Motions and Documents Due for GNSO Council Meeting 21 January				
11 January	CWG on Country and Territory Names as TLDs	21:00 UTC		Transcript	Mp3
14 January	GNSO Council Teleconference	12:00 UTC	Agenda	TranscriptChat Transcript	Мр3
19 January	Standing Committee on GNSO Improvements Implementation (SCI) Subteam A	18:00 UTC			Мр3
20 January	GAC GNSO Consultation Group	14:00 UTC		Transcript	Мр3
20 January	Standing Committee on	17:00 UTC			Мр3



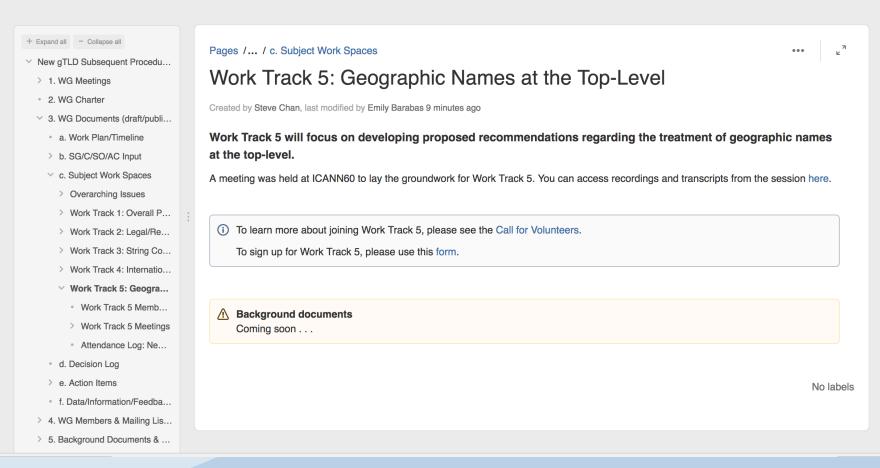
WT5 wiki- GNSO Landing page



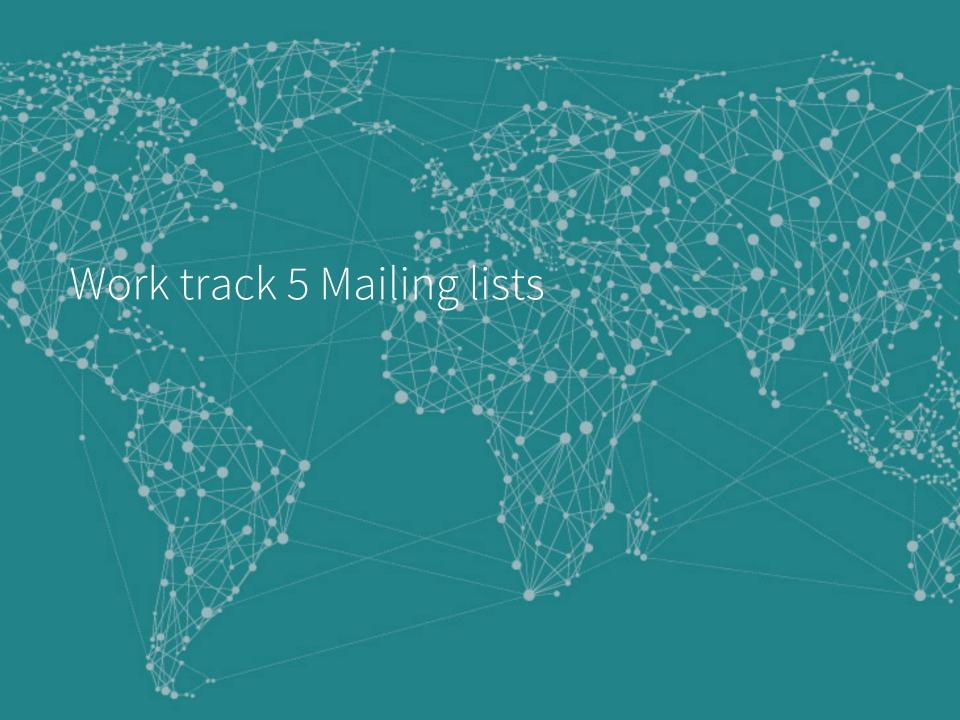


Work Track 5 wiki page

New gTLD Subsequent Procedures PDP ≡







Two different mailing lists

• gnso-newgtld-wg-wt5@icann.org: Discussion mailing list. Accessible to reading by members and observers. Only members can post to it. Call details must NOT be sent here.

Ontfy-gnso-newgtld-wg-wt5@icann.org: Dial in information diffusion list. Accessible to reading by members only. Only staff support can post to it.

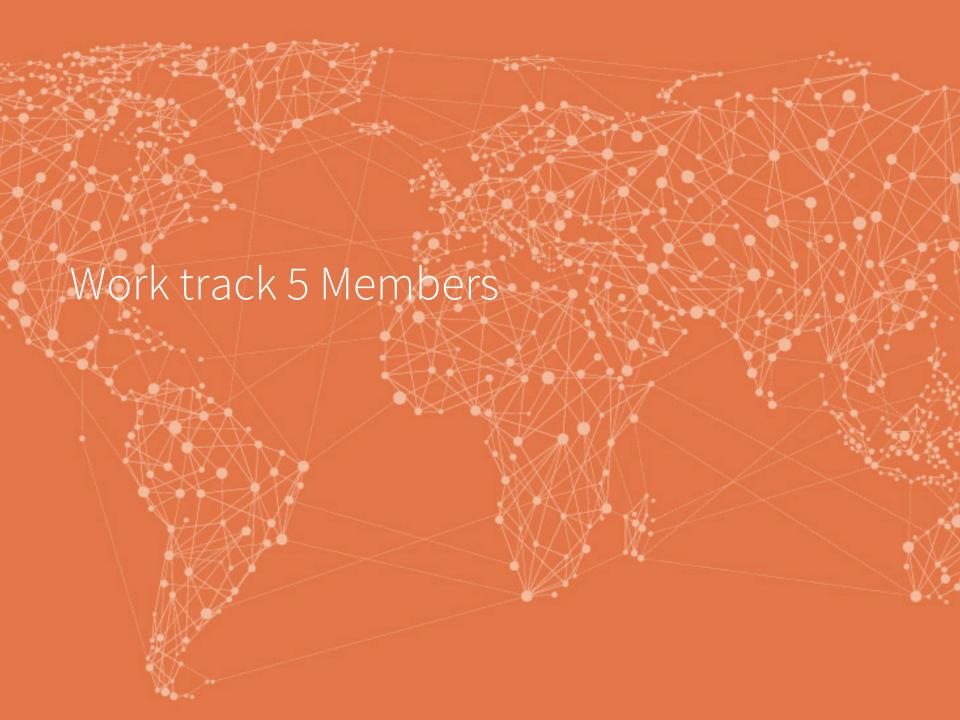
If you wish to change your status to either observer or member, please email the GNSO Support staff: gnso-secs@icann.org



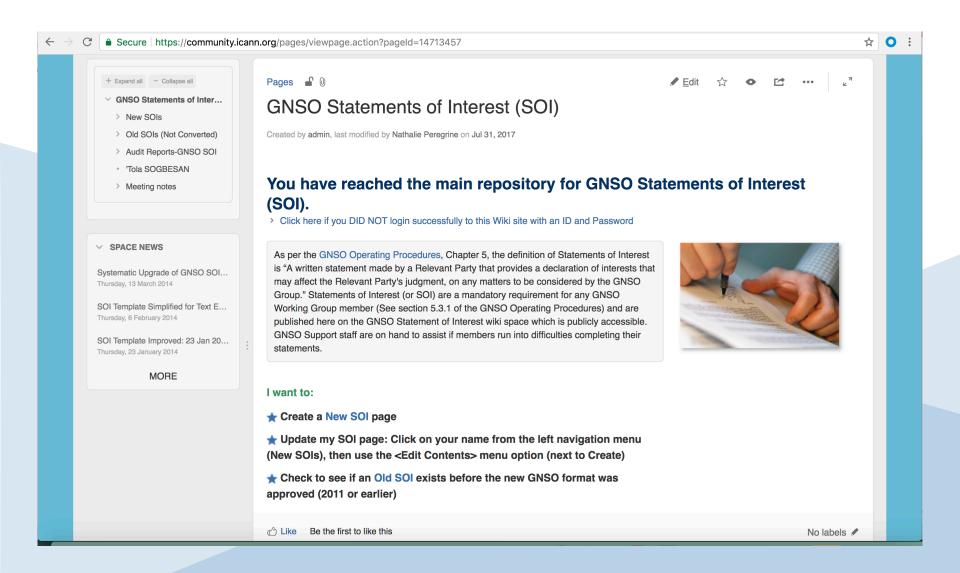
Mailing list etiquette

- Subject line should be clear. This makes it easier for members to search and respond to the thread.
- Remember to sign with your full name
- Be mindful of inbox overload
- When quoting a previous email, copy selected passage only, not the entire email
- Message to the entire list should only be sent when it contains information that is beneficial to everyone. Messages such as "thanks for the information" or me too" should be sent to individuals rather than the entire list.
- Administrative messages such as dial out requests, apologies or Statement of Interest issues should not be sent to the entire list
- O Do not hesitate to ask questions or comments!



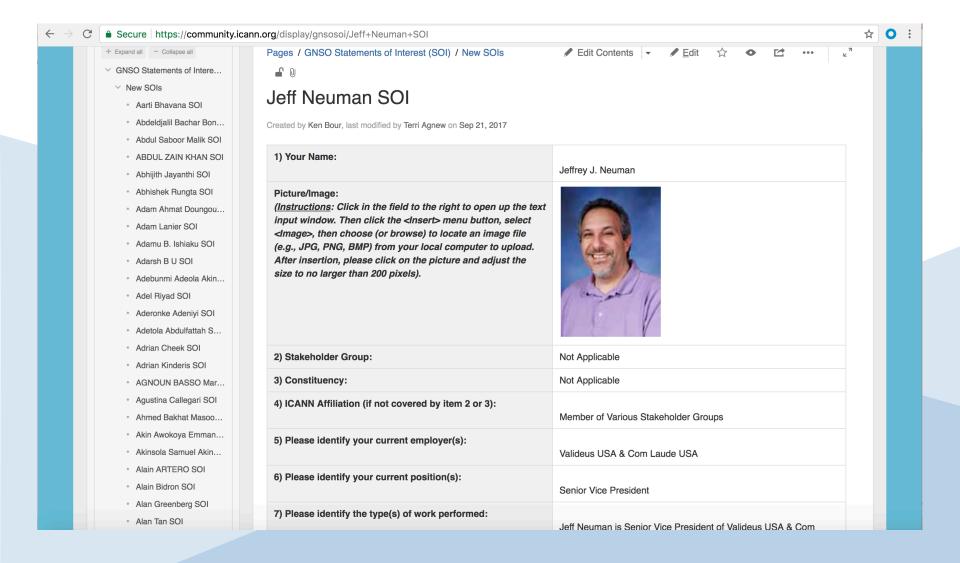


New Statements of Interest



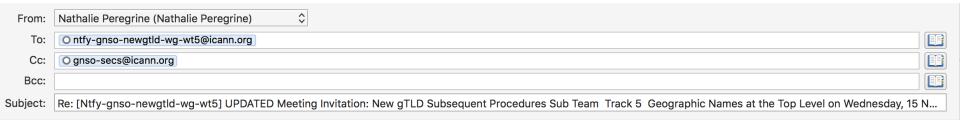


Examples of Statements of Interest





Email invitations



Dear All,

The first meeting for the New gTLD Subsequent Procedures Sub Team – Track 5 – Geographic Names at the Top Level will take place on **Wednesday, 15 November 2017 at 20:00 UTC for 60 minutes.**

Freephone/
Toll Free Number

12:00 PST, 15:00 EST, 20:00 London, 21:00 Paris CET

For other times: $\underline{\text{http://tinyurl.com/ycgvmnp6[tinyurl.com]}}$

You can connect your audio by following instructions in the pop up in the AC room, or use the Connect Me option below (also sent in the calendar invitation).

Kind regards,

Michelle DeSmyter

Participant passcode: XXXXXXXXXXXXXX

Dial in numbers:

Country

Country	Toll Numbers	Toll Tree Number	
ARGENTINA			0800-777-0519
AUSTRALIA	ADELAIDE:	61-8-8121-4842	1-800-657-260
AUSTRALIA	BRISBANE:	61-7-3102-0944	1-800-657-260
ALICTRALIA	CANDEDDA	64.2.6400.4044	4 000 657 060

Toll Numbers



Calendar invitations

- Calendar invites will contain the same information as the email invitation. Once you accept the calendar invitation, you will no longer need to email for dial in details
- Back up: calendar invitation as ics attachment on emails





Adobe Connect Overview

- Signing in as Guest with first and last name
- Running tests with

http://tinyurl.com/icannactest

- Share pod
- AC Chat
- Adobe Connect room protocol Hand raised
 - OApproval/ Objection
 - ICANN Expected Standards of Behavior



ICANN EXPECTED STANDARDS OF BEHAVIOR



Act in accordance with ICANN's Bylaws. In particular, participants undertake to act within the mission of ICANN and in the spirit of the values contained in the Bylaws.



Adhere to ICANN's conflict of interest policies.



Facilitate transparency and openness when participating in policy development and decision-making processes.



Conduct yourself in accordance with ICANN policies.



Work to build consensus with other stakeholders in order to find solutions to the issues that fall within the areas of ICANN's responsibility. The ICANN model is based on a bottom-up, consensus driven approach to policy development. Those who take part in the ICANN process must take responsibility for ensuring the success of the model by trying to build consensus with other participants.



Act in a reasonable, objective and informed manner when participating in policy development and decision-making processes. This includes regularly attending all scheduled meetings and acting in the best interest of Internet community, irrespective of personal interests and the interests of the entity to which an individual might owe their appointment.



Protect the organization's assets and ensure their efficient and effective use.



Act fairly and in good faith with other participants in the ICANN process.



Listen to the views of all stakeholders when considering policy issues. ICANN is a unique multi-stakeholder environment. Those who take part in the ICANN process must acknowledge the importance of all stakeholders and seek to understand their points of view.



Treat all members of the ICANN community equally, irrespective of nationality, gender, racial or ethnic origin, religion or beliefs, disability, age, or sexual orientation; members of the ICANN community should treat each other with civility both face to face and online.



Promote ethical and responsible behavior. Ethics and integrity are essential, and ICANN expects all stakeholders to behave in a responsible and principled way.



Support the maintenance of robust mechanisms for public input, accountability, and transparency so as to ensure that policy development and decision-making processes will reflect the public interest and be accountable to all stakeholders.

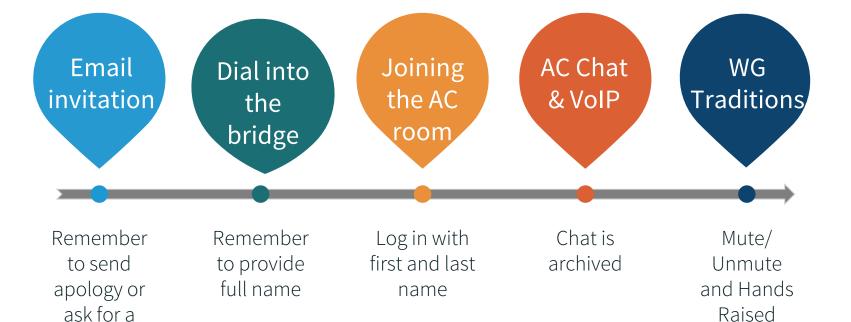
Adobe Connect Audio

- 1- By dialing into the audio bridge, with the usual numbers and passcodes found on the email invitations
- <u>2- By activating your computer microphone via the Adobe room. (Using a headset is preferable here)</u>
- Make sure your microphone is <u>not</u> on mute.
 - Select the TELEPHONE ICON at the top of the AC toolbar and choose CONNECT MY AUDIO (only option).
 - Select USING COMPUTER twice
 - Select ALLOW access to the ICANN adobe room
 - the TELEPHONE ICON at the top of the toolbar should then have changed into a MICROPHONE ICON
 - You may click on this MICROPHONE ICON to mute yourself (Icon will then have a line through it) and to unmute yourself (Line disappears)

ALWAYS have your microphone/telephone on MUTE as default setting.



WG: Adobe Connect & Conf Calls





dial out



ICANN Learn platform

① learn.icann.org/courses?_ga=1.191632042.1695103837.1484223916







Getting Started with ICANN Learn

Everything you need to know to take or teach a course on ICANN Learn.



FREE



Internet Diplomacy

Videos from the ICANN and USC Annenberg Spring Institute on Internet Diplomacy 2016



Development and Public Responsibility Department

FREE



Digital Trade and Global Internet Governance

Gain an appreciation of how policymakers and private actors struggle to keep the Internet stable, open and trustworthy.



Susan Aaronson

FREE



Newcomer Toolkit

An evolving set of tools to enable you to make the most of your involvement with the ICANN community

n.icann.org/courses/internet-diplomacy



Intro to ICANN

This course is designed for those with all levels of knowledge about ICANN.

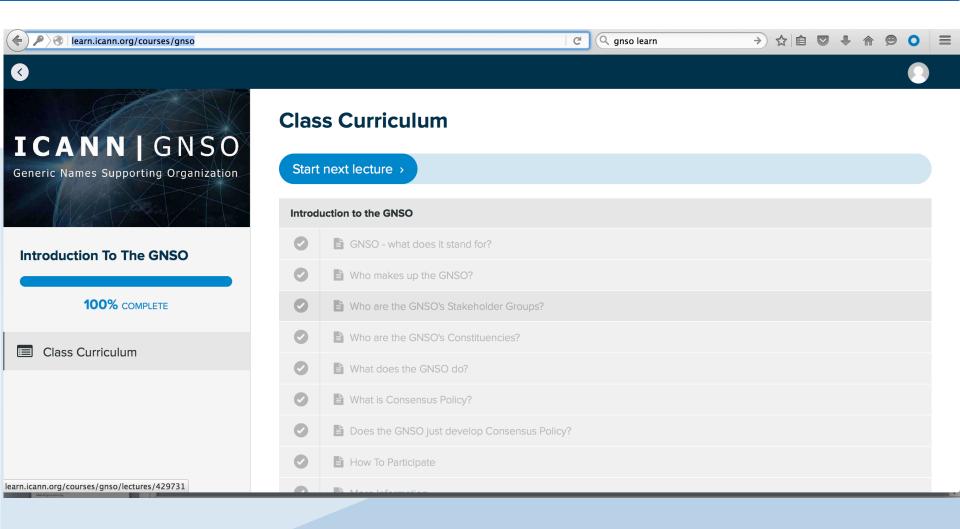


ICANN57 Student Outreach

Lessons to help you prepare for ICANN57



GNSO LEARN PLATEFORM





Items covered by GNSO Learn

- Introduction to the GNSO
- The GNSO Stakeholder Groups and Constituencies
- The GNSO Council
- What is expected of GNSO Councilors
- The GNSO Policy Development Process (PDP)
- Role and Responsibility of a GNSO Working Group Chair
- How to keep up to date with the GNSO
- Meet a few members of the GNSO
- Some helpful tips and tricks



Additional tips

- Acronym Helper see GNSO home page
- OICANN Learn http://learn.icann.org/
- ●Find an experienced WG or WT5 member either from your SG/C to provide guidance / answer questions

