

ICANN Meeting Remote Participation Services

1. Session Type: Open vs. Closed [C]

a. Open Session: Sessions marked as "Open" are available to anyone who wishes to attend. This includes both in-person and remote participants. Open sessions will include Live Audio Streaming (Public) and Adobe Connect (except in special cases). All open session will have links to remote participation services (Adobe Connect, audio streaming, etc) posted in the session details on the meeting schedule.

b. Closed [C] Session: Sessions marked as "Closed [C]" are by invitation only. Closed [C] sessions will be posted in the online meeting schedule and marked with "[C]" at the end of the session title, unless otherwise requested. Closed sessions may include services such as, Live Audio Streaming (Private), or Private transcription. Private remote participation services will **NOT** be posted in the session details on the meeting schedule. It will be the responsibility of the session organizer to distribute closed session details to participants.

2. Adobe Connect (AC) - Adobe Connect has a chat room for all participants to interact in one virtual room. ICANN meetings typically have 10 or more physical meeting rooms running concurrently. Each physical room will be set up with an individual URL for Adobe Connect. Adobe Connect sessions must be monitored by a Remote Participation Manager.

a. Remote Participation Manager (RPM): A staff member **MUST** be assigned as the Remote Participation Manager (RPM) for each session with Adobe Connect. The RPM will monitor the Adobe Connect room and communicate questions to the Session Leader during the meeting. Managers must officially open, record, and close out the AC room at the end of each session, including saving the contents of the chat offline.

If you are assigned the responsibility of monitoring Adobe Connect (chat monitor) for a session, it is imperative that you attend a remote participation training session beforehand. Please contact Janice Douma Lange <janice.lange@icann.org> for more information.

3. Telephone Participation

a. Skype (Teleconference) - A teleconference call may be requested if a 2-way conversation is required during the session. The call is connected to the public address system (PA) in the meeting room so that participants can speak over the PA and hear live audio from the room. A Skype teleconference **should not** be requested if the Adobe Connect and/or Audio Streaming is sufficient for remote participation.

When requesting a teleconference, you may choose to submit existing bridge details, or request that a bridge be established for you. If you request to have a bridge created, the bridge will be facilitated through Adigo.

b. Skype (Video) - Where a session leader or presenter cannot be physically present, Skype video calling may be requested. This is a special service with limited availability and must be requested in advance. When provided, the speaker must have their own camera connection, headset and working broadband service in order to bring their image into the session.

c. Desk Telephone - A desk telephone will be provided in the room to make single-line calls. A request for a desk telephone will **NOT** provide microphones, speakerphone capabilities, or technical assistance.

4. Live Audio Streaming

a. Live Audio Streaming (PUBLIC) - Live audio streams (in all available languages) will be posted online in the session details in the meeting schedule. A recording of each stream will be provided and posted online.

b. Live Audio Streaming (PRIVATE) - Live audio streams (in all available languages) will be provided to the session leader for private distribution. Private URL will not be posted online. A recording of each stream will be provided to the session leader only.

5. Language Services

a. Simultaneous Interpretation - Simultaneous language interpretation in English/French/Spanish (languages may vary). Where interpretation is requested, audio streams will automatically be provided in each language, and recordings of each stream will be provided. When a transcript is requested, it will be provided in English.

b. Transcription (TRANS) PUBLIC - A written transcript is produced from a recording of the session's audio. Transcript will be posted in the session details on the meeting schedule.

c. Transcription (TRANS) PRIVATE - A written transcript is produced from a recording of the session's audio. Transcript will be sent to the session leader only following the session.

d. Real Time Transcription (RTT): Real Time Transcription (RTT), often referred to as "**Live Scribing**," is assigned based on availability and session requirements. All requests for a transcript of a session will be provide either through Transcription (TRANS), or Real Time

Transcription (RTT).

e. Real Time Transcription (RTT) PUBLIC - Remote live scribing. Transcript will be posted in the session details on the meeting schedule. Real Time Transcription (RTT) PUBLIC will always include a live scribe text output (CART).

f. Real Time Transcription (RTT) PRIVATE - Remote live scribing. Transcript will be sent to the session leader only following the session.

g. Communications Access RTT (CART) - Communications Access RTT (CART) is live scribe text output of your session proceedings streamed on the Internet and projected in the room. A link to the stream is posted in the session details on the meeting schedule.