



# How to optimize the audience involvement in ccNSO members meetings?

MPC | prep for presenters

13 February 2020 | 14 UTC

# ccNSO members meeting: aim



To brief the community on the current and upcoming work items for the ccNSO within the overall ICANN environment



To inform and discuss topics that are relevant to ccTLDs and other interested parties



To consult the ccTLD community on the direction of travel regarding certain topics



To allow for skill building and knowledge sharing among ccTLDs

# ICANN67 ccNSO Members meeting

- DAY1: Tue, 10 March 2020
- DAY2: Wed, 11 March 2020

links to bookmark now:

- To verify when your slot is scheduled, and for how long, go to <http://bit.ly/2u8TtMM>
- [ccNSO Remote Participation Hub](#): you will find here an overview of all relevant ccNSO sessions, and how to participate remotely. More information becomes available after 17 February 2020.
- [ccNSO Members Meeting agenda](#)
- [ccNSO Members Meeting Session Brief](#): becomes available after 17 February 2020.
- [ICANN67 meeting website](#): Contains among others the venue map. Please make sure to register for the meeting.
- [Comprehensive ICANN67 meeting schedule](#) [available 17 February 2020]

# ccNSO members meeting: layout

- Classroom style
- Zoom
- Bar Stools
- Roving microphones



# Important !

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- Stay focused and brief: global audience!
- Stick to the time allocated to your presentation
- Allow time for dialogue and involve your audience
- Do not read your slides aloud
- Keep the layout of the slide deck simple
- Use visuals
- Video/Audio: let the ccNSO Secretariat know a week prior to the meeting
- Submit your slide deck on time

More tips & tricks:

<https://ccnso.icann.org/en/workinggroups/mpwg.htm>

# What day and time is my speaking slot scheduled for?

- The ccNSO Members Meeting will be held at ICANN67 in Cancun | Tue, 10 March 2020 & Wed, 11 March 2020.
- To find out when your contribution to the ccNSO Members Meeting is scheduled, and for how long, go to <http://bit.ly/2u8TtMM>
- Please note this schedule is subject to changes.

# When and where should I submit my presentation slides?

- The deadline to submit your presentation slides is **Wednesday, 26 February 2020, end of day.**
- Please send your slides to Kim ([kimberly.carlson@icann.org](mailto:kimberly.carlson@icann.org)) with me ([joke.braeken@icann.org](mailto:joke.braeken@icann.org)) in copy.  
Kindly let us know if you do not intend to use any slides, or if the deadline cannot be met. (You may ignore this e-mail if your slides have been submitted already.)

# Format presentation slides

- Kindly send us a .pdf AND the original (for instance in .ppt). The ccNSO Secretariat would appreciate to have both versions to make the broadcast a success.
- Zoom is the tool used at ICANN67 to display the slides for in-room participants, allowing remote participants to attend as well. Kim ([kimberly.carlson@icann.org](mailto:kimberly.carlson@icann.org)) is available to assist you regarding any questions you might have about the format or display of the presentation slides.
- **IMPORTANT!**  
If you plan to use a hyperlink, video clip or audio in your presentation, please reach out to Kim at least a week ahead of the meeting.



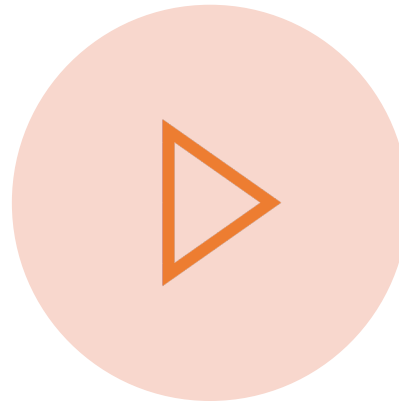
# Levels of involvement

Each level of involvement exponentially increases:

- the levels of participation by the audience
- the role for the session chair.



LEVEL 1:  
PRESENTING & REPORTING



LEVEL 2:  
LIMITED PARTICIPATION



LEVEL 3:  
CONSULTATION, EXTENSIVE DISCUSSION

# Tips & tricks: increase the level of involvement (1)

## Questions

- Open with a question
- Allow for questions from the audience throughout the presentation
- Invite the audience to type questions in the Zoom chat
- Ask for reactions, do not only ask for questions

# Tips & tricks: increase the level of involvement (2)

## Measure the temperature

- Show of cards
- Ask for feedback on a certain topic prior to a presentation, and see whether the feedback changed after the presentation

# Tips & tricks: increase the level of involvement (3)

## Discussions

- Small groups / break-out sessions
- World Café
- Moderated panel discussion

# Day 1: ccNSO members meeting

## Expected level of involvement

1	09:00 • 09:45	<b>ccNSO Members Meeting introduction</b>	1
	09:45 • 10:15	<b>TLD-OPS Session</b>	2
		<i>Coffee break</i>	
2	10:30 • 11:00	<b>Policy Session</b>	1/2
	11:00 • 12:00	<b>Joint meeting: ccNSO &amp; ICANN Board</b>	/
		<i>Lunch</i>	
3	13:30 • 14:10	<b>Joint meeting: ccNSO &amp; GAC [room change]</b>	/
	14:10 • 15:00	<b>ccTLD News Session (part 1)</b>	2/3
		<i>Coffee break</i>	
4	15:15 • 16:15	<b>ccTLD News Session (part 2)</b>	2/3
	16:15 • 16:45	<b>ccNSO Council update</b>	1/2
		<i>Break</i>	
5	17:00 • 18:00	<b>The rules of the ccNSO: consultation &amp; discussion</b>	3

# Day 2: ccNSO members meeting

## Expected level of involvement

1	09:00 • 10:00	<b>IANA naming function session</b>	1
	10:00 • 10:15	<b>IGLC Consultation</b>	2/3
	10:15 • 10:30	<i>Coffee Break</i>	
2	10:30 • 11:00	<b>Q&amp;A: ccNSO appointed ICANN Board members</b>	3
	11:00 • 12:00	<b>DNS Abuse Session: part 1</b>	1
	12:00 • 13:30	<i>Lunch break</i>	
3	13:30 • 15:00	<b>DNS Abuse Session: part 2</b>	3
	15:00 • 15:15	<i>Coffee break</i>	
4	15:15 • 16:45	<b>Governance model for ccTLD managers</b>	3
	16:45 • 17:00	<i>Break</i>	
5	17:00 • 18:30	<b>ccNSO Council meeting [room change]</b>	/

# Read more

- MSP tool guide: 60 tools to facilitate multistakeholder partnerships

<http://www.mspguide.org/resource/msp-tool-guide>

- Tips & tricks for presenters and for session chairs

<https://ccnso.icann.org/en/workinggroups/mpwg.htm>

- Word-version with further details on this presentation deck

<https://ccnso.icann.org/sites/default/files/field-attached/optimize-audience-involvement-04sep19-en.pdf>



# ccNSO

Thank you!

Questions?

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