

How We Meet: An Initial Project Report

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1. Executive Summary

This document describes the How We Meet project, a collaborative effort between the ICANN organization and community to assess how the 2014 ICANN Public Meetings Strategy is being implemented. It includes a list of several options for updating the implementation of the meetings strategy, for which community input is being sought via a Public Comment proceeding. The How We Meet project group will analyze all feedback received and update its report based on the community's input, with the aim to publish a revised report by ICANN83 in June 2025.

As currently envisaged, the project is not a comprehensive review of the 2014 meetings strategy, for which a more formal cross-community effort would be required. Instead, the project is intended to identify practical options for planning and conducting an ICANN Public Meeting that will enhance the efficiency and effectiveness of these hybrid meetings and optimize cost efficiencies while continuing to support the evolving needs of the community. The various options outlined in this report should thus be read within the existing framework of requirements for ICANN Public Meetings, including:

- Three ICANN Public Meetings per calendar year, consisting of a Community Forum, a Policy Forum, and an Annual General Meeting, each with specific objectives.
- Rotating the three meetings across ICANN's five geographic regions.
- Selection of meeting venues according to the considerations identified in the 2014 ICANN Public Meetings strategy, viz.:
 - Safety and security
 - Cost-effectiveness (i.e., affordability)
 - Ease of travel
 - Diversity of location (i.e., geographical rotation)
 - Support for the multistakeholder model (i.e., open participation, inclusivity)

- Regional suitability (relevance to ICANN's mission)
- Logistics and infrastructure
- Venue availability

The Annexes to this document contain additional information to supplement the ideas presented in the main text. For a full record of the project, please refer to [this wiki space](#). The wiki space contains information such as the project charter, the composition of the community discussion group, the group's agendas and meeting records, as well as the background materials for the project (including the outcomes of prior community consultations and a historic meetings cost analysis).

- [Annex 1](#): Comparative table of initial ideas presented by ICANN staff and refined options for community input
- [Annex 2](#): Additional cost analysis provided to the Community Discussion Group during the Project
- [Annex 3](#): Results of the Mentimeter sense of the room polling during the ICANN82 Plenary Meeting

2. Introduction & Background to the Project

There have been many geopolitical and social changes since the Board adopted the current [2014 ICANN Public Meetings Strategy](#) over ten years ago. These developments have substantially impacted ICANN's ability to secure locations for the three ICANN Public Meetings each year that fulfill the eight considerations laid out in the 2014 Meetings Strategy. In addition, the cost of conducting an ICANN Public Meeting has increased significantly, particularly post-pandemic and especially in relation to the cost of travel. In combination, these changes pose a challenge to how ICANN Public Meetings are organized and conducted, from locating suitable venues in rotation across the five ICANN global regions to ensuring that resources are allocated appropriately to these events that also fulfill evolving community needs.

Following initial discussions at ICANN80 in Kigali, the leaders of ICANN's seven Supporting Organizations and Advisory Committees (SOs/ACs) agreed that it will be helpful to have a fuller dialogue to assess the way that the 2014 ICANN Public Meetings strategy is being implemented in view of these challenges. Accordingly, in July 2024 ICANN staff circulated a [discussion paper](#) to initiate an informal community discussion about how to improve the effectiveness and efficiency of in-person and hybrid meetings in the current economic environment while continuing to ensure that the resources allocated (including staff and community time) meets the community's actual needs. The paper contained a number of ideas for which the community was invited to provide feedback, ranging from more targeted short-term tactical changes to longer term, broader strategic approaches. ICANN staff shared a [summary](#) of the feedback received as well as detailed [data and analysis](#) of the costs associated with ICANN Public Meetings with the SO/AC Chairs, in preparation for further discussions at ICANN81.

At ICANN81 in Istanbul, the SO/AC Chairs discussed a lightweight and nimble approach where a small group of experienced community members would work with ICANN staff to conduct a high-level review of how the current ICANN meetings strategy is being implemented, with a view towards shortlisting potential options for updating current practices that can be the subject of a fuller community discussion. Options that meet with broad community support can then be included for consideration in ICANN's next annual planning and budgeting cycle, for potential implementation in the following fiscal year or other appropriate time frame.

To ensure that this initial review can be completed efficiently within a short time frame, the SO/AC Chairs requested that ICANN develop a [project charter](#) to define the scope of work for the proposed discussion group

as well as an [initial document with a list of ideas](#) to frame the group's discussions. On 4 December 2024, staff shared a draft charter with the SO/AC Chairs, who approved a final version during a meeting on 11 December 2024. On 19 December 2024, staff shared the final charter and the initial list of ideas with the members of the discussion group. The agreed aim of the project was to identify a set of options as preliminary outcomes of the group's discussions for wider community input.

3. Summary of Work to Date & Timeline to Project Completion

The SO/AC Chairs agreed to establish the How We Meet Discussion Group to *"assess the current implementation of the ICANN Meetings Strategy and develop practical, implementable proposals for updating how ICANN Public Meetings are organized, conducted and evaluated ... [as] the foundation for broader community consultations... intended to lead ultimately to concrete, community-agreed recommendations aimed at enhancing the cost-efficiency, effectiveness, and sustainability of ICANN Public Meetings"* (as stated in the project charter).

The discussion group consists of community members from the SO/AC groups that wished to participate in the exercise, and was formed on the express understanding that it need not be representative but should preferably consist of community members with extensive experience in organizing and attending ICANN Public Meetings and similar hybrid events. ICANN staff from the Global Stakeholder Engagement, Language Services, Meetings, Meetings Technical Services, Policy Development Support, and Public Responsibility Support teams would also participate in the group as subject matter experts. Beginning in January 2025 and over the course of seven weekly meetings, the group reviewed past and current practices, analyzed cost data, and engaged with one another to identify key challenges and opportunities for improvements and updates. The group's discussions covered a wide range of meeting planning activities, including meeting formats, scheduling challenges, regional rotation requirements, hybrid meeting capabilities, sponsorship models, and staffing considerations. In providing an initial list of topics for the group's consideration in December 2024, ICANN staff included a preliminary assessment of each option based on: (1) level of effort to implement; (2) alignment with the 2014 meetings strategy; and (3) possible impact on the community's meeting experience (in-person and online).

Following a [webinar](#) during ICANN82 Prep Week that focused on the origin, scope, and progress of the project, the community [plenary session](#) at ICANN82 in March 2025 was designed to solicit informal initial feedback on the topics that the discussion group had agreed should be put forward to the community for broader input. The session leveraged Mentimeter polling¹ as well as live feedback and a 45-minute Q&A session from in-room and online attendees. The results of the informal poll and links to the session presentation and transcripts can be found in the Annex to this report and on the [ICANN82 schedule](#) page for the session.

This initial report is being published for Public Comment to gather additional feedback from the community on the options presented at ICANN82. Following the close of the Public Comment proceeding, the discussion group will reconvene to analyze the input received. Depending on the nature of the feedback, the group may further refine or expand on the options it has discussed so far, with a view toward preparing a further update -

¹ Mentimeter is a presentation tool that, among other things, allows a presenter to incorporate live polling and other interactive features to obtain instant feedback from an audience. Participants can connect via smartphone or computer, and their responses are visualized in real time to enhance interaction. Following the presentation, poll results can be published for further analysis and discussion.

or potentially a list of final options - to share with the ICANN CEO, Board and community at ICANN83 in June 2025.

The next few sections describe the options that have emerged from this community process, for which the discussion group is seeking more detailed community feedback. For each option, the document outlines: (1) the topic; (2) the rationale; and (3) where applicable, specific questions for which feedback is being solicited.

4. Possible Changes to the ICANN Public Meeting Structure

TOPIC #1 FOR COMMUNITY FEEDBACK: Shorten the Community Forum by one day (i.e., reduce its duration to a five-day meeting).

RATIONALE: Optimizing meeting room usage based on actual demand and adjusting the meeting schedule accordingly, to realize efficiency gains and enhance opportunities for Board-community interactions.

QUESTIONS:

1. Do you or the group you represent support shortening the Community Forum by a day?
2. Do you or the group you represent support any of the following additional ideas relating to this option.:
 - a. Moving the Public Forum and Geopolitical Forum earlier in the meeting, to the same day as the Welcome Ceremony and Executive Q&A session, to limit the need for the main ballroom to a single day?
 - b. Scheduling any community wrap-up sessions that may be needed in the final block at the end of the fifth and last day?
 - c. Adding a new Board-community engagement session open to everyone, to discuss issues of broad common interest, to limit the need for the Board to discuss the same topics in isolation with individual groups?
3. Do you or the group you represent have any suggestions for how a reduced 5-day Community Forum can also accommodate improved Board-community interactions while maintaining an adequate number of intra-community work sessions?
4. Do you or the group you represent have other suggestions or feedback relating to this topic?

Background:

The How We Meet Discussion Group considered several options to improve the efficiency and efficacy of ICANN's three main meeting types: the Community Forum, the Policy Forum, and the Annual General Meeting (AGM). The group's goal was to see if any of these meetings could be streamlined while maintaining their effectiveness.

Traditionally, the last day of a six-day meeting (currently a Thursday) is used for community wrap-up meetings, the Public Forum and the ICANN Board Meeting. ICANN staff provided the discussion group with data that shows a consistently strong decrease in meeting room usage on the final two days of a six-day meeting (i.e., Wednesdays and especially Thursdays), and estimated that reducing the Community Forum by a day could result in potential annual savings of over US\$460,000, due to reduced venue rental costs, lower travel expenses, and streamlined scheduling. A breakdown of savings is presented in the cost analysis reports in the Annex accompanying this report. As shown in the below table, similar to Thursdays, the room utilization rates on Mondays are lower, as well. The main reason for the lower utilization on Monday is having two or three blocks of Plenary meetings.

Room Utilization Rates	ICANN79	ICANN82
Day 1 - Saturday	71.70%	85.00%
Day 2 - Sunday	75.00%	81.80%
Day 3 - Monday	48.30%	32.70%
Day 4 - Tuesday	86.70%	82.00%
Day 5 - Wednesday	66.70%	69.10%
Day 6 - Thursday	30.00%	20.00%

With this background, the group discussed the need for a revised Community Forum Block Schedule that would maximize the use of the meeting spaces available and optimize resources across a five-day period while accommodating the actual community demand for meeting opportunities. Some potential changes that the group discussed included:

- Moving the Public Forum and Geopolitical Forum earlier, to the same day as the Welcome Ceremony and Executive Q&A session, to limit the need for the main ballroom to a single day
- Scheduling any community wrap-up sessions that may be needed at the end of the fifth and last day, instead of scattered across the final day (as is the current practice)
- Identifying opportunities for earlier joint Board/SO/AC sessions, if feasible
- Adding a new Board-community engagement session to discuss issues of broad common interest, to limit the need for the Board to discuss the same topics in isolation with individual groups and to allow the Board and community to hear from one another.

The discussion group noted that reducing the Community Forum by one day could mean fewer session slots are available for scheduling. The group agreed that creating community session selection criteria and determining prioritization is out of its scope. Rather, this is a topic that may need to be taken up by the existing Community Meetings Planning Group, should the community's meeting needs change and demand expand from what the current data indicates.

In addition, ICANN staff has also analyzed the participation trends and meeting room needs for the Policy Forum and the AGM. Based on this analysis, and as shared with the How We Meet Discussion Group, ICANN will be adjusting the level and number of meeting rooms, technical services and operations support to optimize costs for these two meetings, resulting in cost savings of up to 12% per meeting without detracting from the current needs and expected meeting experience of the community.

5. Potential Updates to the Meeting Rotation Model

TOPIC #2 FOR COMMUNITY FEEDBACK: Within the meeting rotation requirement, prioritize meeting locations that offer economical travel, venue, and accommodation options; where feasible, return to previous locations for predictability and to allow for multi-year planning.

RATIONALE: By carefully selecting locations in advance that offer economical options for all in-person attendees, significant savings can be achieved while maintaining regional inclusivity. Early identification of specific locations, especially on a multi-year basis, will facilitate predictability in advance planning for all

attendees, reduce logistical uncertainties, and lower costs associated with identifying and preparing new venues.

QUESTIONS:

1. Do you or the group you represent support:
 - a. Prioritizing meeting locations that offer economical travel, venue and accommodation options while respecting the need to rotate ICANN Public Meetings across the various geographic regions, and on the understanding that this could mean returning to the same venue within a specific geographic region?
 - b. Returning to previous locations where this is feasible and within the geographical rotation requirement?
2. Do you or the group you represent have other suggestions or feedback relating to this topic?

Background:

These adjustments to how a meeting location is to be selected will maintain the geographical rotation cycle and ensure that ICANN Public Meetings remain financially viable while upholding their role as inclusive global forums. Prioritizing economical locations and returning to previous locations (where feasible) will continue to meet the overall aim to rotate ICANN Public Meetings across all five of ICANN’s geographic regions, although this could result in the use of the same (or fewer) locations in a particular region for multiple meetings.

Negotiating multi-year contracts could also bring heightened risks, e.g., if circumstances compel a cancellation of a meeting to which ICANN has already committed. This consideration led the How We Meet Discussion Group to consider an additional topic for community input (as noted further below).

The following “funnel” diagram is a visual representation of the specific criteria from the current Meetings Strategy for selecting a location for an ICANN Public Meeting.

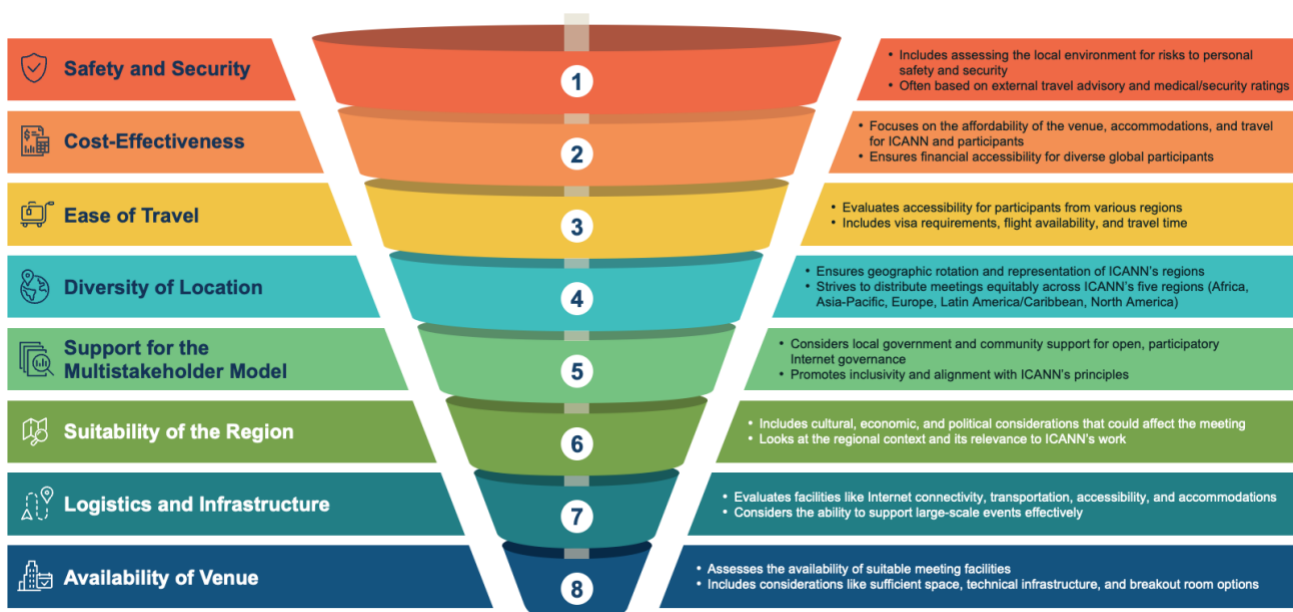


Figure 1: Meeting location selection criteria from 2014 Meeting Strategy

TOPIC #3 FOR COMMUNITY FEEDBACK: Establish a policy to automatically shift an ICANN Public Meeting to an online format, should unforeseen circumstances arise that necessitate moving a meeting from a planned venue.

RATIONALE: Such a policy would significantly mitigate the challenges associated with relocating a meeting venue at short notice.

QUESTIONS:

1. Do you or your group support this proposed policy?
2. Do you or the group you represent have other suggestions or feedback relating to this topic?

Background:

These challenges include practical ones such as identifying and obtaining a similar venue at the last minute, to logistical problems related to travel planning and equipment removal, and higher costs for all attendees. While pivoting to an online-only meeting will increase certain costs associated with some meeting services (e.g., interpretation), ICANN's estimates show that these increases are minimal compared to the much more significant costs associated with switching physical venues.

In general, the How We Meet Discussion Group noted that, by carefully selecting cost-efficient locations and strategically integrating virtual elements, ICANN can maintain its commitment to accessibility and community engagement while evolving a more sustainable meeting model. The three topics outlined above support ICANN's objective of facilitating broad participation from stakeholders across different regions while mitigating financial risks associated with expensive or logistically complex venues.

TOPIC #4 FOR COMMUNITY FEEDBACK: Convert one ICANN Public Meeting to a virtual-only (i.e., online) format (see further details below).

RATIONALE: Conducting an online-only Public Meeting contributes to financial and environmental sustainability while leveraging lessons learned from the seven ICANN virtual meetings during the pandemic, to optimize online tools and formats for meeting efficiency. Additionally, if some meetings are organized online rather than in-person, these meetings can be scheduled to accommodate specific time zones, which would otherwise be impractical for in-person meetings due to various constraints outlined in the 2014 meeting location selection criteria.

QUESTIONS:

1. Do you or the group you represent support the option to convert one ICANN Public Meeting per year to an online format?
2. Do you or the group you represent support any of the ideas raised in the Community Discussion Group, as follows:
 - a. Conducting an online-only meeting once every few meetings (e.g., every fourth/fifth/sixth ICANN Public Meeting)

- b. Starting with a pilot of a fourth ICANN Public Meeting in a calendar year, but holding this fourth meeting online
- c. Exploring a mixed-model where all the sessions are held online but attendees have the option of gathering in one physical location to maximize networking and relationship-building opportunities

3. Do you or the group you represent have other suggestions or feedback relating to this topic?

Background:

The discussion group explored the idea of converting **one of the three** Public Meetings each year to an online-only format. In discussing the benefits and disadvantages of such a policy, the group considered a number of more flexible or preliminary options instead. These include:

- Conducting an online-only meeting once every few meetings (e.g., every fourth/fifth/sixth ICANN Public Meeting)
- Starting with a pilot of a fourth ICANN Public Meeting in a calendar year, but holding this fourth meeting online
- Exploring a mixed-model where all the sessions are held online but attendees have the option of gathering in one physical location to maximize networking and relationship-building opportunities

The community is invited to provide its feedback on taking an ICANN Public Meeting online, as well as the other options raised within the discussion group.

During the community discussion group's deliberations, ICANN staff provided an estimate that projected savings from converting a hybrid meeting to a virtual one could amount to US \$3.6 million per meeting. The following graph is an example of where those savings can be realized, using a Policy Forum as illustration:

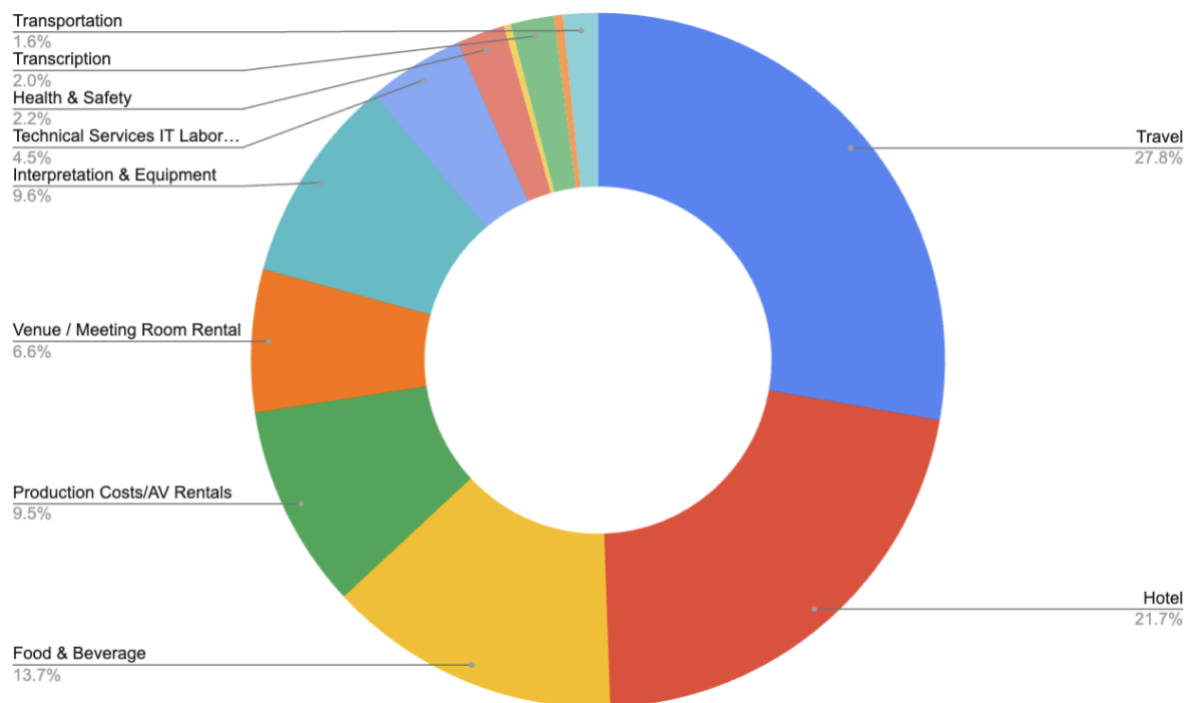


Figure 2: Percentage breakdown of cost items for the last three ICANN Policy Forum Meetings. As noted in the table below, some services will still be required for a virtual meeting.

Policy Forum Cost Breakdown	Average Cost*	Potential Cost
Travel	\$1,171,737	N/A
Hotel	\$913,873	N/A
Food & Beverage	\$575,938	N/A
Production Costs/AV Rentals	\$400,953	N/A
Venue / Meeting Room Rental	\$280,185	N/A
Technical Services IT Labor/Misc.	\$191,178	\$65,000
Interpretation & Equipment	\$406,295	\$613,000
Live Scribing	\$13,465	
Transcription	\$84,879	
Health & Safety	\$94,507	N/A
On-site Communications/Marketing	\$17,853	N/A
Transportation	\$68,415	N/A
Total	\$4,219,278	\$678,000

*Average cost is derived from the actual costs from the last three ICANN Policy Forums

Additional Notes:

During the ICANN82 plenary session, several attendees emphasized the importance of ensuring that all participants from across the globe are able to attend an online Public Meeting in their time zone. As such, any move toward taking an ICANN Public Meeting online needs to factor in time zones as a primary consideration, including possibly incorporating these into the overall rotation of hybrid and online-only meetings.

The How We Meet Discussion Group also touched on the question as to whether the existing requirement to hold three distinct meeting types annually remains necessary. While the group did not reach agreement on whether this cadence and structure should be changed, it agreed that the topic should remain an area for future review.

Regarding the question of cost savings, the group understood that these will stem from reduced travel, venue, and logistical expenses. If certain meeting locations are prioritized and multi-year contracts are signed, ICANN staff estimated that meeting costs can be reduced by 10-20% per meeting.

6. Potential Updates to Funding & Sponsorship Strategy

To enhance financial sustainability while maintaining a positive meeting experience, the discussion group considered a number of sponsorship-related options:

- Pursue a Comprehensive Sponsorship Strategy:** ICANN staff confirmed that a comprehensive sponsorship strategy is currently being developed by ICANN. The discussion group supported the development of a more robust strategy to mitigate the increasing financial costs of ICANN Public Meetings.
- Reduce Networking Receptions Unless Sponsored:** ICANN staff informed the discussion group that the current estimated cost of networking receptions and coffee breaks is approximately \$365,000 annually. The group considered it helpful for the community to discuss viable and cost-effective options for providing sufficient networking opportunities at ICANN Public Meetings, including whether to adopt a policy that networking receptions (other than the opening and closing receptions) will not be organized unless an external sponsor is available.

- **Introducing a Conference Registration Fee:** The group discussed the possible impact of introducing a fee for attending ICANN Public Meetings, including a minimal sum to cover the cost of providing networking breaks. ICANN staff noted that implementing such an option would require a deeper analysis of the legal and operational implications for the ICANN organization. The group did not consider this topic appropriate to bring forward to the community at this point in time. Several ICANN82 attendees also raised strong objections to this idea during the ICANN82 plenary session, noting its potential adverse impact on less well-funded participants.

In addition to the four specific topics outlined earlier in this report, the discussion group invites the community to provide its suggestions and feedback on how ICANN Public Meetings can remain financially sustainable without shifting costs to participants. The group agreed that steps taken to address budgetary constraints should nevertheless align with ICANN’s commitment to open and accessible participation.

7. Additional Topics

The discussion group took note of other steps that the ICANN organization is already taking to ensure that ICANN Public Meetings remain cost-effective without impacting the community’s meeting experience or the effectiveness of ICANN Public Meetings. These include:

- **Reduction in Staff Travel:** The discussion group supported the continued efforts to reduce the number of ICANN staff traveling to meetings, while acknowledging the challenge to balance cost savings while ensuring adequate staff presence to support community needs.
- **Revisiting Interpretation Services:** The discussion group supported the continued efforts to align and optimize live Interpretation services for the most critical sessions. For instance, and based on analysis of usage levels and demand, ICANN is continuously working on optimizing the interpretation services using survey data for the Prep Week webinars and other ICANN Public Meeting sessions, while maintaining the full suite of such services for key sessions during an ICANN Public Meeting.

Finally, the discussion group considered the remaining topics that ICANN staff had outlined in the initial list of options prepared in December 2024. The group agreed that the following ideas were not options it wished to put forward to the community at this time:

- **Revisiting Allocation of Community Travel Slots:** The group agreed that how funded traveler numbers are determined, and how each SO/AC group allocates its funded traveler slots, is out of scope for this specific project.
- **Reduce Standalone Inter-Sessional Community Meetings:** The group agreed that this idea is currently impractical in the absence of specific data about demand, costs, and feasibility. Feedback from the ICANN82 community session indicated that this might be a suitable topic for the community to consider in the future.

8. Conclusion

The How We Meet Discussion Group adopted a structured approach to its work on refining practical ideas for improving ICANN meetings, to ensure that these important community gatherings remain effective while reducing unnecessary costs. The group agreed that ICANN should aim to achieve a more sustainable approach towards planning and implementing ICANN Public Meetings, and that changes and improvements should be directed toward directing resources responsibly to support the community’s work.

Annex 1: Comparative Table of initial ideas presented by ICANN staff and refined options for community input

Initial Options (as presented by staff)	Agreed Option (as discussed by the group)
A.1. Identify well in advance and prioritize meeting locations across the five (5) ICANN geographical regions with economical air travel, hotel accommodation and venue costs.	(A.1): ICANN will identify and prioritize meeting locations that offer economical travel, venue, and accommodation options, with potential savings of 10-20% on meeting costs
A.2. Select repeat meeting locations (while respecting the need to rotate across regions) and enter multi-year contracts for venues, hotels and other services. Where feasible and subject to the geographical rotation requirement, prioritize returning to locations where we have successfully held previous meetings.	(A.2, A.3): To leverage established venues and cost efficiencies, the discussion group suggests returning to previously used locations where feasible. This would enable multi-year contracts with venues, reducing logistical and financial uncertainties
A.3. Review and update the current meeting rotation for greater flexibility in selecting locations (currently, 3 visits per region over 5 years).	(A.2, A.3): To leverage established venues and cost efficiencies, the discussion group suggests returning to previously used locations where feasible. This would enable multi-year contracts with venues, reducing logistical and financial uncertainties.
A.4. Review the requirement of having three different types of meetings in a calendar year (Community Forum, Policy Forum & AGM).	(A.4): This option was discussed but did not gain enough traction for immediate implementation.
A.5. Reduce the duration of either the Community Forum or AGM (e.g. by one (1) day).	(A.5): The Community Forum is proposed to be shortened by one day, balancing cost savings with maintaining essential engagement opportunities. Initial cost estimates indicate potential annual savings of over \$460,000 if the Community Forum is shortened by one day.
A.6. Reduce the number of standalone inter-sessional community meetings by moving them to be collocated with an ICANN Public Meeting as much as possible.	A.6 Out of Scope: The option to reduce standalone inter-sessional meetings was deemed infeasible without further feasibility studies and has been removed from the current report.
A.7. Convert one (1) of the three (3) meetings each year to a virtual meeting.	(A.7): Various models were discussed, including: 1. Converting every 5th or 6th meeting to a virtual format. 2. Adding a 4th virtual-only meeting as a pilot program. 3. Holding hybrid meetings where attendees gather in a single location for networking, but sessions remain virtual.

	Additionally, automatically converting to virtual meetings in cases of force majeure was included in the report as a separate item.
B.1. Reduce the number of meeting rooms required and/or amount of time/days for which meeting rooms are contracted, based on criteria such as average in-person session attendance at recent meetings (note: this may require a reduction in session numbers).	(B.1 & B.3): Based on participation trends, the number of rooms and session durations are being adjusted to optimize costs. Reducing meeting rooms and audiovisual services could result in cost savings of up to 12% per meeting.
B.2. Develop and impose agreed, community-wide criteria for how sessions are selected and placed on the ICANN Public Meetings schedule. In particular, review the need and agree on criteria for informational, training and similar sessions (e.g. “How It Works”) to take place at ICANN Public Meetings.	(B.2): A new set of criteria is proposed to categorize sessions based on necessity and the meeting category. This will involve developing community-wide criteria for selecting and scheduling sessions.
B.3. Revisit audiovisual and related production and equipment needs for meeting rooms, especially the main room.	(B.1 & B.3): Based on participation trends, the number of rooms and session durations are being adjusted to optimize costs. Reducing meeting rooms and audiovisual services could result in cost savings of up to 12% per meeting.
B.4. Consider reducing the number of sessions for which live interpretation and/or live scribing is used (note: this may depend on the reliability of automated or remote services, such as Zoom capabilities, and will require coordination with ICANN’s Language Services function to ensure its feasibility.)	(B.4): Interpretation services are being optimized to focus on the most critical sessions. Prep week interpretation will be reduced to two languages (French and Spanish), while key meeting sessions will retain full interpretation.
B.5. Revisit the block schedule to maximize room space, community time and overall cost effectiveness, including better use of the first weekend. This can also incorporate the suggestion to reduce the meeting duration of the six-day meetings by a day.	(B.5): The meeting block schedule has been revised to maximize available time and resources, ensuring efficiency. Adjustments include reducing the duration of the weekend board workshop and improving session sequencing to enhance board and community engagement.
B.6. Reduce the number of networking receptions unless a sponsor is available.	(B.6): Networking events will be limited unless external sponsorships are secured. The estimated savings from reducing networking events and coffee breaks is approximately \$365,000 annually.

B.7. ICANN org to explore opportunities by pursuing a more comprehensive sponsorship strategy (e.g., increasing assistance, financially or in-kind, and including subventions).	(B.7): ICANN will actively seek sponsorships for meeting elements such as receptions, meals, and venue costs.
B.8. Implement a conference registration fee for attendees other than appointed community leaders, session facilitators or speakers, and working group members (note: ICANN org is not currently set up to process payments of this type or to report them as may be legally required).	(B.8): A discussion is underway about the feasibility of charging a nominal fee for attendees who are not appointed community leaders, session facilitators, or speakers. However, community feedback has raised concerns about potential barriers to participation.
C.1. Continue to reduce the number of staff traveling to ICANN Public Meetings (including through rotation or limiting travel to staff from that region).	(C.1): Efforts are already underway to reduce the number of ICANN staff traveling to meetings. The challenge is to balance cost savings while ensuring adequate staff presence to support community needs.
C.2. At a later stage of this project, consider a discussion on updating and aligning Funded Travelers from the community to the purpose of each ICANN Public Meeting (note: data on the current and increased cost of Funded Travelers have been provided to the SO/AC leaders).	(C.2): The allocation of funded traveler slots will remain a community-driven decision.

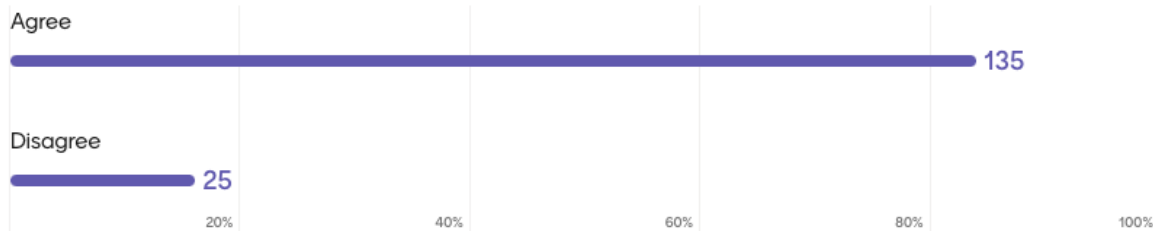
Annex 2: Additional Cost Analysis provided to the Community Discussion Group during the Project

	Item	Estimated Cost Saving per ICANN Meeting
#1	Shorten the Community Forum by one day	US\$ 460,000
#2	Within the meeting rotation requirement, prioritize meeting locations that offer economical travel, venue, and accommodation options; where feasible, return to previous locations for predictability and to allow for multi-year planning.	US\$ 400,000 - 800,000
#3	Establish a policy to automatically shift an ICANN Public Meeting to an online format, should unforeseen circumstances arise that necessitate moving a meeting from a planned venue.	US\$ 4,000,000+
#4	Convert one ICANN Public Meeting to a virtual-only (i.e., online) format	US\$ 3,600,000
#5	Reduce Networking Receptions and Coffee Breaks Unless Sponsored	US\$ 120,000

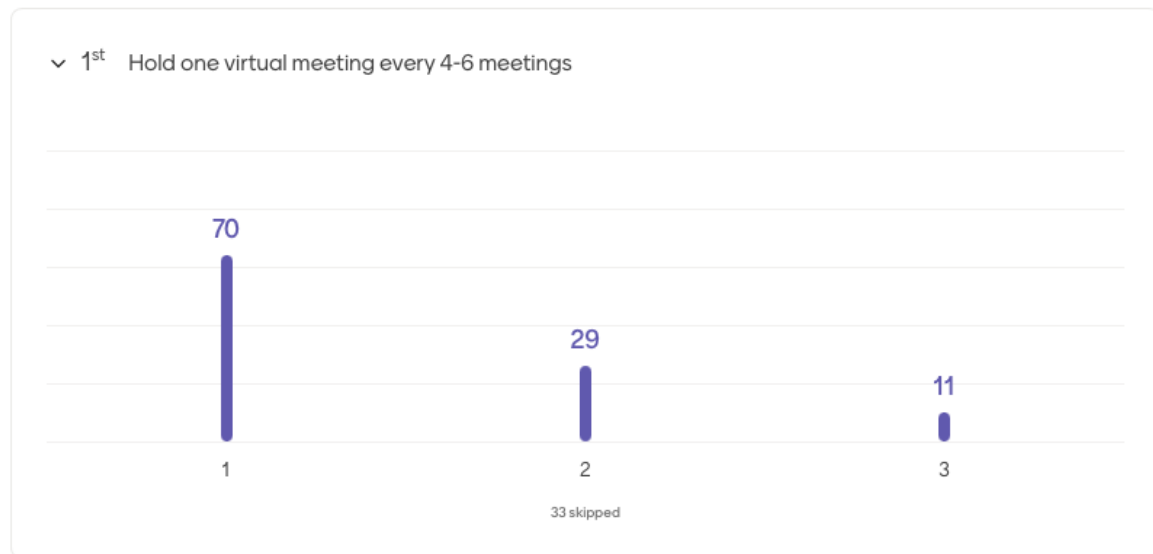
Annex 3: Results of the Mentimeter sense of the room polling during the ICANN82 Plenary Meeting

The following bar graphs are the results of the live Mentimeter poll that was conducted during the ICANN82 community session. As mentioned during the session, the poll was intended to gain an indicative “sense of the room” (in-room and online) during the discussion and not as formal input from the individuals and community groups present at the session.

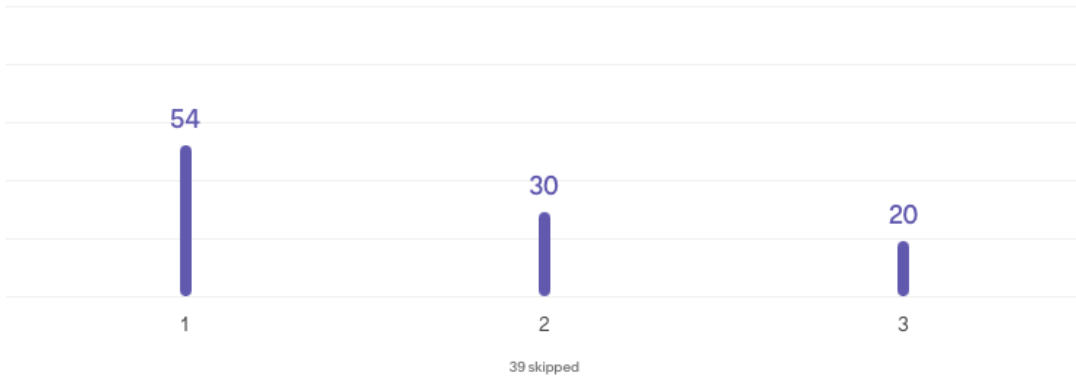
- Prioritize locations with more economical air, hotel and venue options. Where feasible, return to prior locations and pursue multi-year contracts 160



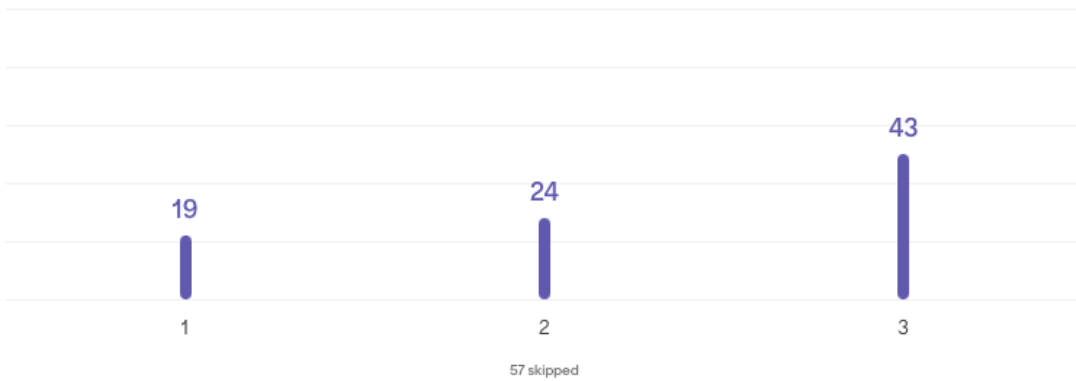
- Engage community in discussion about moving 1 of the 3 meetings to a virtual setting: 143



✓ 2nd Pilot a virtual meeting as the 4th meeting of the year

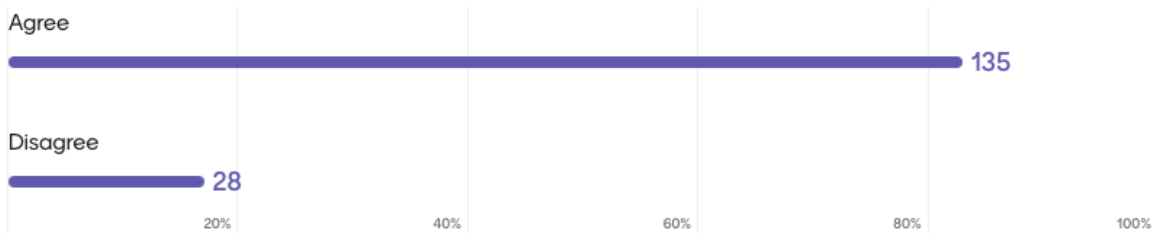


✓ 3rd Piloting a virtual meeting where all the sessions are virtual, but attendees are gathered in a single location



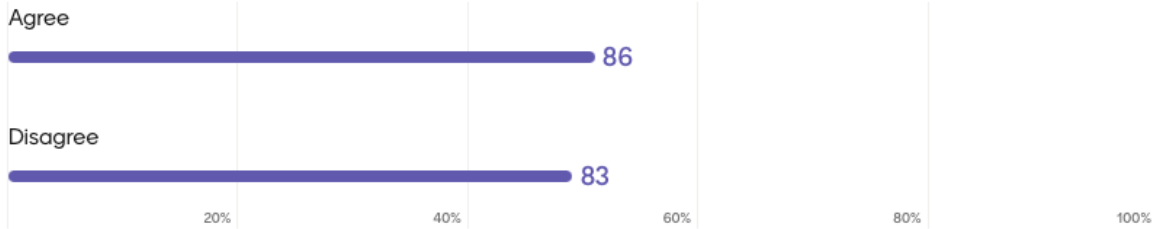
Move a meeting virtual if there are unforeseen circumstances occurring within a certain period before the planned meeting date (e.g. 1 year)

163



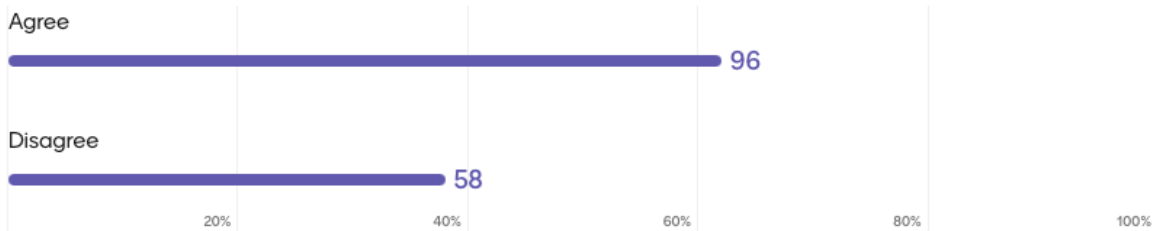
- Reduce duration of Community Forum by 1 day, adjust the block schedule and request community to implement a stricter criteria for session selection

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- Reduce the number of networking receptions unless there is external sponsorship

154



- Introduce a conference registration fee

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