

# Starter Kit for At-Large Structure Representatives

Dear Hadja Fatimata:

Welcome to the community of individual Internet users (known as the At-Large Community) of the Internet Corporation for Assigned Names and Numbers (ICANN)! This document is a summary of the information that will assist you in participating in your Regional At-Large Organization (RALO).

All acronyms used in this document are explained at their first occurrence. In addition to that, you may also review the ICANN glossary and search for acronyms under:

- ICANN Glossary: <http://www.icann.org/en/general/glossary.htm>
- ICANN Acronym Helper: <http://www.andalucia.com/icann/>

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## 1. Regional Organizing Documents

The Regional At-Large Organizations (RALOs) consist of accredited At-Large Structures (ALSes) to promote and ensure participation by regional Internet non-commercial users in the process of developing ICANN policies.

The RALOs are guided by **these key documents**:

### 1.1. Memorandum of Understanding

The Memorandum of Understanding (MOU) intends to establish and define activities to be carried out by RALO and supported by ICANN.

### 1.2 Operating Principles, Rules of Procedure, Regional Bylaws

The RALO operations are guided by a set of principles and procedures outlined in either the regional Operating Principles, Rules of Procedure and/or Bylaws.

The regional organizing documents can be found online under:

AFRALO: <https://community.icann.org/display/AFRALO/AFRALO+MOU+and+Organising+Documents>

APRALO: <https://community.icann.org/display/APRALO/RALO+Organising+Documents>

EURALO: <https://community.icann.org/display/EURALO/RALO+Organising+Instruments>

LACRALO: <https://community.icann.org/display/LACRALO/LACRALO+Organising+Documents>

NARALO: <https://community.icann.org/display/NARALO/NARALO+Regional+Officers>

## 2. Mailing Lists:

### 2.1. [alac-announce@atlarge-lists.icann.org](mailto:alac-announce@atlarge-lists.icann.org)

You have been subscribed to this mailing list. It is used for announcements from the At-Large Staff and the ALAC Chairperson to the At-Large Community. All members of the At-Large Advisory Committee (ALAC), officers of Regional At-Large Organizations (RALOs) and representatives of At-Large Structures (ALSes) are automatically subscribed to the ALAC-Announce list. Only At-Large Staff and the ALAC Chairperson can publish on this list. The list is publicly visible and everybody can subscribe to it.

ICANN currently employs three full-time and two three part-time Staff members to serve the At-Large Community. The At-Large Staff both acts as the liaison between ICANN and the At-Large Community and provides a number of services to the At-Large Community, including the organization of all conference calls and face-to-face meetings.

## 2.2. Mailing list of your RALO

All ALS representatives are automatically subscribed to the mailing list of their region. The regional lists are publicly visible, and everybody can subscribe to them. Here is a list of the regional mailing lists:

**Asian, Australasian and Pacific Islands Regional At-Large Organization (APRALO):**

[apac-discuss@atlarge-lists.icann.org](mailto:apac-discuss@atlarge-lists.icann.org)

**African Regional At-Large Organization (AFRALO):**

[afri-discuss@atlarge-lists.icann.org](mailto:afri-discuss@atlarge-lists.icann.org)

**European Regional At-Large Organization (EURALO):**

[euro-discuss@atlarge-lists.icann.org](mailto:euro-discuss@atlarge-lists.icann.org)

**Latin American and Caribbean Islands Regional At-Large Organization (LACRALO):**

[lac-discuss-en@atlarge-lists.icann.org](mailto:lac-discuss-en@atlarge-lists.icann.org) (English)

[lac-discuss-es@atlarge-lists.icann.org](mailto:lac-discuss-es@atlarge-lists.icann.org) (Spanish)

**North American Regional At-Large Organization (NARALO):**

[na-discuss@atlarge-lists.icann.org](mailto:na-discuss@atlarge-lists.icann.org)

## 2.3 Other At-Large Mailing Lists

There are several other mailing lists in addition to those to which you have already been subscribed. You can subscribe independently to any of these public At-Large mailing lists, which are available under:

<https://atlarge-lists.icann.org/mailman/listinfo>

In particular, we would like to point out two mailing lists in which you might be interested:

[at-large@atlarge-lists.icann.org](mailto:at-large@atlarge-lists.icann.org)

This is the worldwide At-Large mailing list used to discuss policy matters. It is publicly visible, and anyone can subscribe to it.

[alac@atlarge-lists.icann.org](mailto:alac@atlarge-lists.icann.org)

This mailing list is used for the ALAC's policy discussions. It is not publicly listed, and only ALAC members, RALO officers and liaisons from the ALAC to other ICANN bodies are subscribed to it. However, the archive is publicly visible under:

<http://atlarge-lists.icann.org/pipermail/alac/>

## 3. Confluence Wiki Workspaces

### 3.1 Regional Wiki Workspaces

You have recently been given editing rights to your RALO's online Confluence wiki workspace. (A wiki is a Web site that allows the easy creation and editing of any number of interlinked Web pages, via a Web browser, using a simplified markup language or text editor.)

A separate invitation email with log in instructions was recently sent to you. After you log in with your e-mail address and password, you will be able to edit this wiki workspace and help keep it up-to-date.

A note regarding the EURALO wiki workspace: Please note that only EURLALO officers and ALAC members have editing rights to the EURALO wiki.

The RALO wikis are an important source for information on current RALO activities. Perhaps most important, you can find all information on upcoming and past meetings – including agendas, summary minutes, action items and recordings – on the RALO wikis.

The regional wikis can be found at the following URLs:

<https://community.icann.org/display/AFRALO>

<https://community.icann.org/display/APRALO>

<https://community.icann.org/display/EURALO>

<https://community.icann.org/display/LACRALO>

<https://community.icann.org/display/NARALO>

The At-Large Wiki Guide is available in the six UN languages at:

<https://community.icann.org/display/atlarge/At+Large+Wiki+Guide>

### 3.2 Other At-Large Wiki Workspaces

In addition to the regional wiki workspaces, there are wikis for the ALAC, the regional secretariats, the ALAC liaisons, At-Large working groups and each individual ALS.

The secretariats help coordinate regional activities such as conference calls, working groups and outreach events. They are also responsible for documents such as meeting minutes, action items and the monthly and quarterly RALO reports. Along with the RALO chairs and vice chairs and the supporting Staff, the secretariats are your main contact point for everything related to your At-Large region. You can send an email to [staff@atlarge.icann.org](mailto:staff@atlarge.icann.org) to get the contact details of your regional secretariat.

The ALAC liaisons help ensure that At-Large can participate effectively in all parts of ICANN. Liaisons are elected from within the At-Large Community and participate in the work of the other “organs” of ICANN as observers. The ALAC currently has six liaisons. (Further information is available at <http://www.atlarge.icann.org/liaisons>.)

Finally, each ALS has its own wiki page. These ALS wiki pages allow each ALS to publish and administer publicly available information on the At-Large wiki.

The wiki workspaces of the ALAC, ALAC liaisons, working groups and At-Large Structures can be found at:

<https://community.icann.org/display/atlarge>

The Secretariat workspace can be found at:

<https://community.icann.org/display/CRALO>

## 4. Important ICANN and At-Large Web sites

In addition to the collaboration tools outlined above, please also regularly check the Web sites described below.

### 4.1. At-Large Homepage: [www.atlarge.icann.org](http://www.atlarge.icann.org)

This is the main starting point for news and reference documents about the At-Large Community.

In particular, you will likely be interested in the following Web pages.

- At-Large organizational diagram:  
<http://www.atlarge.icann.org/orgchart>
- At-Large announcements:  
<http://www.atlarge.icann.org/en/atlarge/announcements/en>
- Correspondence (policy statements and advisories):  
<http://www.atlarge.icann.org/correspondence>
- Educational documents on policy issues from an Internet user perspective:  
<http://www.atlarge.icann.org/issues>
- At-Large community background information:  
<http://www.atlarge.icann.org/en/whatis.htm>
- RALO details (such as member organizations, officers, etc.):  
<http://www.atlarge.icann.org/regions>
- ALAC details (such as current members and officers, etc.):  
<http://www.atlarge.icann.org/alac>
- ICANN e-Learning page (included podcasts, webinars and Beginners’ Guides)  
<http://icann.org/en/learning/>

## 4.2. ICANN Homepage: [www.icann.org](http://www.icann.org)

In particular, you will likely be interested in the following Web pages.

- ICANN for newcomers: <http://www.icann.org/new.html>
- ICANN organizational structure diagram: <http://www.icann.org/en/structure/>
- ICANN background information: <http://www.icann.org/en/about/>
- What does ICANN do? <http://www.icann.org/en/participate/what-icann-do.html>
- What is ICANN's effect on the Internet?  
<http://www.icann.org/en/participate/effect-on-internet.html>
- E-Learning section: <http://www.icann.org/en/learning/>
- ICANN glossary: <http://www.icann.org/en/general/glossary.htm> (see also ICANN acronym helper: <http://www.andalucia.com/icann/>)
- Key ICANN topics: <http://www.icann.org/en/topics/>
- Key ICANN documents: <http://www.icann.org/en/documents/>
- Current ICANN policy development areas: <http://www.icann.org/en/policy/>
- ICANN announcements: <http://www.icann.org/en/announcements/>
- International ICANN meetings: <http://meetings.icann.org/>
- Public consultation page: <http://www.icann.org/en/public-comment/>
- ICANN Bylaws: <http://www.icann.org/en/general/bylaws.htm>
- ICANN Board: <http://www.icann.org/en/general/board.html>

## 4.3. At-Large Facebook Page

You may wish to join the At-Large Facebook fan page at:

<http://www.facebook.com/icann.atlarge>

Please note that, depending on your geographical region, you may or may not be able to use the At-Large Facebook page.

## 4.4. At-Large LinkedIn Page

A group for registered members of ICANN's At-Large Community has been set up on LinkedIn at:

[www.linkedin.com/groups?home=&gid=2238621](http://www.linkedin.com/groups?home=&gid=2238621)

Please note that this Web site is *not* being maintained by ICANN Staff.

# 5. At-Large and Regional Events Calendar

## 5.1 At-Large Calendar

The At-Large Google calendar at <http://www.atlarge.icann.org/calendar> shows all At-Large meetings and teleconferences, including those of the ALAC, ALAC Executive

Committee, RALOs and At-Large working groups. All At-Large meetings are highlighted in blue.

Among the teleconferences shown on this calendar is the regular monthly teleconference held by each RALO. These teleconferences last between 60 and 90 minutes. Details of these calls, including agenda details and participation instructions, are posted to the RALO's mailing list in advance.

Please note that, depending on your geographical region, you might not be able to use the At-Large Google calendar.

## **5.2 Regional Events Calendar**

In addition, there is an external regional events calendar incorporated into the general At-Large calendar. This regional events calendar highlights the Internet Governance events taking place in your region. We use this calendar to track events that take place outside of ICANN but that are attended by At-Large members and ICANN Staff. These regional events are highlighted in yellow.

To ensure that this regional events calendar remains reasonably complete, the RALO officers check regularly with their regional colleagues regarding upcoming events. Such events might include meetings of regional country code top-level domain (ccTLD) managers, regional Internet registries (RIR), number resource organizations (NRO) and regional Internet Governance forums, among others.

If you would like to add an event to the external regional events calendar, please use your RALO's mailing list to contact your regional officers. The RALO officers are listed on the following wiki pages:

[AFRALO Officers](#)

[APRALO Officers](#)

[EURALO Officers](#)

[LACRALO Officers](#)

[NARALO Officers](#)

## **6. Adobe Connect Meeting Rooms**

During both its teleconferences and face-to-face meetings, the At-Large Community uses Adobe Connect meeting rooms. These online Adobe Connect rooms provide a single user interface participants can use to instant message each other, review the meeting agenda and documents, follow presentations and raise their hands in order to make comments.

For some meetings, it will soon also be possible to use the Adobe Connect room to listen to the meeting's audio, rather than using the available telephone bridge. However, many At-Large calls are simultaneously interpreted into more than one language, and at present it is not possible to choose different language channels through Adobe Connect.

The url to the Adobe Connect room for any given At-Large meeting is located on the meeting's wiki page that also contains the meeting's agenda. (The url is usually located above the agenda.)

Further information on Adobe Connect, including a visual "quick start" guide, video tutorials and an FAQ section can be found at:

<https://community.icann.org/display/atlarge/At-Large+Community+Information+on+Adobe+Connect+8>

In addition, each RALO has an Adobe Connect room available for use by its ALSes (for example, to facilitate the ALSes' individual meetings). These Adobe Connect rooms can be found at the following urls:

AFRALO: <http://icann.adobeconnect.com/afraloals/>

APRALO: <http://icann.adobeconnect.com/apraloals/>

EURALO: <http://icann.adobeconnect.com/euraloals/>

LACRALO: <http://icann.adobeconnect.com/lacraloals/>

NARALO: <http://icann.adobeconnect.com/naraloals/>

## 6. Questions

If you have questions regarding any information in this Starter Kit, please do not hesitate to contact the At-Large Staff at [staff@atlarge.icann.org](mailto:staff@atlarge.icann.org).