**INFORMATION REQUESTED**

**Please note that NCSG requests 1 hour meetings from 8 am to 9 am every morning starting from Monday 26 June until Thursday 29 June. We would like to request these 1 hour meetings for each day.**

       **Session Title**

**NCSG Outreach and Policy Strategy Meeting**

       **Public / Private/Closed meeting**(all Private /Closed meetings will be published on the schedule but noted as such)

Public

       **Overview of the meeting -**no request will be submitted without a clear description

This meeting will be the NCSG and its constituencies (Noncommercial Users Constituency and Not for Profit Operational Concerns) outreach and policy practice meetings. NCSG will discuss with its members and the newcomers the domain name policies that will be discussed during each day, cover various point of views on why these policies are important and what various policy development processes goals are. It will talk about challenges, solutions and how members and newcomers can participate in the discussions. The first day of the meeting will briefly discuss the structure of NCSG and its constituency and how it gets engaged with policymaking at ICANN. It will then moves on to covering various policy issues that are of importance for NCSG.

       **Draft Agenda (if already available)**We will provide you with a link to the wiki agenda page that will appear on the public ICANN59 schedule and can be updated as required. (the necessary permission will be given to access the Wiki, alternatively please send to [gnso-secs@icann.org](http://gnso-secs@icann.org/))

       **Preferred Meeting day, time and duration**(Please adhere strictly to the block meeting times)

26 June at 8 am/ 1 hour

27 June at 8 am/ 1 hour

28 June at 8 am/ 1 hour

29 June at 8 am/ 1 hour

* **Estimated Number of Attendees**

**40-50**

* **Preferred Room set up –**U-shape, classroom, theatre style, other – specify

U- Shape

* **If head table needed, how many seated at head table?**
* **Microphones**Table microphones -how many?

**4 microphones** Standing -how many?
  Handheld microphones -how many?

**2 microphones**

* **Remote Participation**
Will you have remote presenters?

**No but we will have remote participants**

       **Audio Visual Requirements**, **please mark which are needed:**
Audio streaming Public /Private X
Telephone bridgeX
RecordingX
TranscriptionX
Presentation Lap top
Audio Connection to the presentation lap top (video to show)

       **Fixed Breaks** Requests for in-room coffee service and lunch should be accompanied by the details of the person to whom the bill can be charged. Kindly inform technical staff in the room when you will be breaking for morning/afternoon coffee/tea and lunch so that they are there to restart the services.

       **Catering Services:**tea, coffee, brown bag lunch. Please specify date and time services will be required, and person who will be billed.