**INFORMATION REQUESTED**

**We request 30 minutes meetings during lunch breaks for each day of the ICANN meeting.**

       **Session Title**

**NCSG Policy and Strategy Briefings**

       **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

These

 During the 30 minutes strategy and policy briefing, NCSG will take stock of the morning sessions and brief the members and newcomers on the afternoon sessions as well as reiterating its role in the policy sessions. It will raise the most important aspects of the GNSO and other groups policy meetings and highlights important issues that members should pay attention to. The session will be run by the NCSG PC members and the NCSG Chair. A rapporteur will be assigned to these briefing sessions.

       **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)

Monday 26 June at 12 PM/30 – 45 Min

27 June at 12 PM/30 – 45 Min

28 June at 12 PM/30 – 45 Min

29 June at 12 PM/30 – 45 Min

* **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.