

## **Google Form FAQ**

### **1. Is there an alternative if I am unable to submit comments using the Google Form?**

Yes. To facilitate offline work, or for those who may not have access to the form, you may download an offline version of the form here: <https://gnso.icann.org/en/issues/epdp-gtld-registration-data-specs-public-comment-input-form-21nov18-en.docx>. Please submit completed forms to [policy-staff@icann.org](mailto:policy-staff@icann.org).

### **2. Why was Google Forms chosen as the method for receiving public comments?**

EPDP Leadership chose to utilize Google Forms because Google automatically sorts and organizes answers to questions, which will expedite the process of compiling comments received.

For more information, please refer to the EPDP Leadership [webinar](#), during which the rationale for and explanation of the Google Form is described.

### **3. Do I have to answer all questions in the Google Form to advance to the next page?**

No. The only questions you must answer are the four questions marked with a red asterisk. These questions appear on pp. 1-2 of the form. Specifically, a commenter must fill out their email address, name, affiliation, and answer yes/no to specify if they are answering questions on behalf of another group.

### **4. If I answer some of the questions and choose to go back later to fill out the rest of the questions, will my previously-submitted answers be published on the publicly- available Google spreadsheet?**

Yes. You may save progress on the Google Form, then submit later, but your saved work will be published on the Google spreadsheet. However, commenters have the option of using the word version to work offline and then can complete the Google form when finished.

### **5. I am attempting to edit my answers, but I am receiving an error message about character limits.**

You may encounter a character limit in your responses when editing a previous submission. (There are no character limits when making a first-time submission.) In the event you

encounter a character limit, you may send an email to [policy-staff@icann.org](mailto:policy-staff@icann.org), and the EPDP Support Staff will assist you with your response.

**6. If I make a mistake on a submission, is it possible to remove or revise the submission to public comment?**

Yes. Commenters are able to edit their previous submission by following the prompts in the email they will receive from Google. If the commenter would like to delete a submission, please notify [policy-staff@icann.org](mailto:policy-staff@icann.org), and EPDP Staff Support can assist.

**7. Will text formatting, i.e., bullet points, bold, italic, etc., appear on the Google spreadsheet if used?**

No. Text formatting is not possible on Google Forms; however, the commenter may still use capitalization, symbols and separate text with paragraphs/spacing.