**3rd** [**DCAD**](http://www.itu.int/en/ITU-T/accessibility/dcad/Pages/default.aspx) **conference call on** [18 October 2018, at 11:30](http://www.timeanddate.com/worldclock/fixedtime.html?iso=20181018T1130&p1=1440&msg=3rd%20DCAD%20conference%20call) - 13:00 (UTC)

(Corresponding time in Geneva (CEST, UTC+2): 13:30 – 15:00)

Planning for DCAD sessions at the **2018 Internet Governance Forum (IGF)**

* Virtual meeting room ([Zoom session link](https://itu.zoom.us/j/629720596))  (users' guide: [Zoom support page](https://support.zoom.us/hc/en-us), [Zoom accessibility features](https://zoom.us/accessibility#accessibility)
* [Realtime caption stream](https://www.streamtext.net/text.aspx?event=CFI-DCAD)

For those who need to be called from the Zoom, please let the Secretariat know by the end of 17 Oct 2018 11:59 CEST by email. (DCADsecretariat@itu.int).

Apologies Gerry Ellis

**Draft Agenda**

1. DCAD session timing -Day3, Wednesday 14 Nov, 12:30 – 13:30, Room VI – partially (20 minutes) conflicting with main session on “Digital Inclusion and Accessibility” - Day3, Wednesday 14 Nov, 11:30 – 12:50, Room I (IGF schedule [excel version](https://www.intgovforum.org/multilingual/index.php?q=filedepot_download/6785/1346) | [PDF version](https://www.intgovforum.org/multilingual/index.php?q=filedepot_download/6785/1342) )
2. **IGF 2018 DCs Participation in the Main Session**: Proposed Short Policy Papers on the SDGs requirements. Discussion by DCAD members with a decision
	* Final discussion and approval
	* Deadline Final: The one page paper due Friday 19 October midnight UTC

#  Review DCAD workshop (see https://www.intgovforum.org/multilingual/content/igf-2018-ws-45-13-billion-reasons-for-making-technology-accessible ) (Day2, Tuesday 13 Nov, 10:10-11:40, Room III, Round Table format, 90 minutes)

* + Moderator: Gerry Ellis
	+ Speakers:
		- Gunela Astbrink (remotely)
		- Derrick Cogburn
		- G. Anthony Giannoumis
		- Muhammad Shabbir
	+ Suggested time plan – to be decided
		- 1. 5 minutes introduction (in case we start late)
			2. 5 speakers
			3. 12 minutes per speaker – Gerry will be strict on time to be fair to later speakers
			4. 20 minutes Q and A
			5. 5 minutes wrap up in case we run a little late

# DCAD face-to-face meeting agenda to be decided

* Gunela to speak
* Shadi’s proposal about linking in with other DC’s (Who will present it if he is not present?)
* A review of accessibility of IGF 2018
* Next steps
1. **AOB**

Resources

* ITU Technical paper [FSTP-AM](http://www.itu.int/pub/T-TUT-FSTP-2015-AM) "***Guidelines for accessible meetings***" (10/2015) – which was developed based on the DCAD Accessibility Guidelines
* ITU Technical paper [FSTP-ACC-RemPart](http://www.itu.int/dms_pub/itu-t/opb/tut/T-TUT-FSTP-2015-ACC-PDF-E.pdf) "***Guidelines for supporting remote participation in meetings for all***" (10/2015)
* [FSTP-ACC-RCS (2018)](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-TUT-FSTP-2018-ACC-RCS) - Overview of remote captioning services