Draft Agenda 1st DCAD conference call on 12 May 2016

Planning for the next IGF Meeting

**The 2016 Internet Governance Forum (IGF): ‘Enabling Inclusive and Sustainable Growth’, is tentatively scheduled to take place from**[**6-9 December 2016 in Guadalajara, Mexico**](http://www.igf2016.mx/)**.**

1. Welcome to the meeting.

1. Special Guest from IGF Secretariat Eleonora Anna Mazzucchi
2. Roll call of Attendees
3. Explanation to handle captioning and announcing your name before speaking

2. What happened at the Open Mag Meetings?

1. Decision of the Main theme
2. Presentation of Host of the location Guadalajara Mexico, see [website](http://www.igf2016.mx/)
3. Decision of the deadline for the submission for workshop
4. Decision for Main Session for DCs
5. Accessibility of the Venue

3. IGF fellowships

4. Dynamic Coalitions Coordination Group (DCCG)

a) Presentation on the joint DC work

b) Draft ToR of DCCG

c) Brainstorming for the DC main session

d) Next date for Dynamic Coalitions Coordination Secretariat WebEx Meeting

5. Dynamic Coalitions DCAD

1. [Report of last meeting in Brazil](http://www.itu.int/en/ITU-T/accessibility/dcad/Documents/DCAD%20report_10Nov2015.docx)
2. Asking for a live face to face meeting in Mexico
3. Remote moderator for the live DCAD meeting
4. Need 15 minutes before start time for accessibility
5. Guidelines:
	1. Do we update again?
	2. Good news re the host agreement
	3. Bad news remote participation is still not good
	4. Any other accessibility problems in Brazil
	5. Sign language and interpretation
	6. Spanish and English captioning?
	7. Availability of captioning URL for all sessions can it be published.
	8. Other accessibility problems in general re access to the Internet for PWDs not necessarily related to the meeting

6. Workshop Decisions: submission deadline **06 June 2016**

1. Does DCAD do a workshop
2. If so, identify what subject to fit in the theme and with DCAD
	1. Title
	2. Participants
	3. Partner?
	4. Remote moderator
3. Accessibility workshops are really welcome
4. Other workshops from other sources?

7. DCAD mailing list

1. [How to subscribe](http://www.itu.int/en/ITU-T/accessibility/dcad/Pages/Participate.aspx) is on the [DCAD homepage](http://www.itu.int/en/ITU-T/accessibility/dcad/Pages/default.aspx)
2. IGF secretariat is now a ‘silent moderator’

8. Registration and other Logistics

1. Check that special needs are indicated by registration?
2. visa, travel, hotel, transfers, etc.

9. Who may go to Mexico?

1. Contacts of everyone who goes to IGF 2016

10. Any Other business

11. Date of Next meeting and Close

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