1st DCAD conference call on 18 May 2018, at 12:00 - 13:30 (UTC)

(Corresponding time in Geneva (CEST, UTC+2): 14:00 – 15:30)

Planning for the **2018 Internet Governance Forum (IGF)**

- Adobe Connect with an integrated caption stream pod: https://connect.itu.int/itu-t-conf1/
- Separate live captioning streaming text (as a backup): https://www.streamtext.net/text.aspx?event=CFI-DCAD

For those who need to be called from the Adobe Connect, please let the Secretariat (DCADsecretariat@itu.int) know by 17 May 2018.

Draft Agenda

1. **Review IGF2017** (Report on DCAD face-to-face session at 12th IGF)

2. **General information from IGF Secretariat**

3. **DCAD workshop proposal** (see IGF 2018 Call for Workshop Proposals)
   - Session Title (limit 60 characters) (IGF's suggested issues)
     - Gerry Ellis' suggestion: "1.2 billion reasons for making technology accessible"
   - Content of the session
   - Organizer(s)
   - Speakers (at least 3 for the proposal submission)
   - Session Format (Birds of a Feather: 30, 60, 90 min ; Break-out Group Discussions 60, 90 min ; Debate: 60, 90 min ; Flash Session: 30 min ; Round Table: 60, 90 min ; Panel: 60, 90 min ; Other 30, 60, 90 min)
   - Relevance of the issue (policy question to be addressed at the WS) *"Please clearly indicate which concise policy question your workshop will be addressing (this is in line with recommendations made by the CSTD Working Group on IGF Improvements). Please also note whether or not your proposal builds on prior workshops or discussions. If previous work is the basis for advancing the discussion, providing a relevant document under 'Background Paper' or 'Additional Resource' is recommended.* (source: proposal Form on IGF website)"
   - Background Paper?
   - Deadline: Kaoru needs to submit the proposal including all of the above items by 25 May 2018.

4. **DCAD activities**

5. AOB

Resources

- ITU Technical paper FSTP-AM "***Guidelines for accessible meetings***" (10/2015) – which was developed based on the DCAD Accessibility Guidelines
- ITU Technical paper FSTP-ACC-RemPart "***Guidelines for supporting remote participation in meetings for all***" (10/2015)