

I E T F[®]

Routing Area Chair Training: Interim Meetings

2015-Jan-21

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“Interim” and “Virtual Interim”

in·ter·im /'in(t)ərəm/

(noun) the intervening time.

(adj) in or for the intervening period; provisional or temporary

vir·tu·al /'vərCH(əw)əl/

(adj) almost or nearly as described, but not completely or according to strict definition.

COMPUTING

(adj) 1. not physically existing as such but made by software to appear to do so.

2. carried out, accessed, or stored by means of a computer, especially over a network.

Sources:

<https://www.google.com/search?q=define%20interim>

<https://www.google.com/search?q=define%20virtual>

Principle Purpose

Interim Meetings, in general, provide more time

- I.e. more than just regular meetings 3x per year
- "high-bandwidth discussions on specific issues"¹

In-Person Interim Meetings have highest bandwidth

- Require AD approval
- F2F time reminds us we're all human
(sometimes results in better list behavior later)

Virtual Interim Meetings have lower cost (vs In-Person)

- Require WG Chair approval
- Can be exercised more often
- *Release Valve and/or Filter* for presentations that may not belong in face-to-face meetings²

1 - <https://www.ietf.org/iesg/statement/interim-meetings.html>

2 - But still not an excuse to really waste people's time

Motivation for Interims

More Time Needed

- Do you lack time at IETFs for in-depth discussions because of too many presentations?

More Action Needed

- Is your WG having sufficient active discussion on the mailing list that engages and comes to resolution?
- Do you have lots of participants who are deadline driven?

Motivation: Virtual Interim?

Higher Bandwidth Needed

- Are there topics where a good voice conversation among the interested set would resolve issues that have dragged on?
- Do you need to go through a long list of technical details - where voice would really help?
- Do you want a way of having a focused conversation to resolve an issue where everyone participating is up to speed?

Motivation: In-Person Interim?

More Community Needed

- Are there other communities that you'd like to pull in for specific topics and think that co-locating with would be useful?

More Collaboration Needed

- Do your contributors need to be reminded that they're part of the same community, be encouraged to respect each other?
- Do you need to inspire people to self-organize on various needed drafts?

In Practice

- Chairs should decide on the best meeting mechanism(s) for the WG's purpose(s)
 - In-person
 - Phone conference
 - IM session (IRC, Jabber, whatever)
 - ...
- IETF can provide WebEx accounts
 - Audio + Screen / Presentation Sharing
 - Useful for both in-person and virtual meetings

Scheduling

- Decide how often, how long, etc.
 - It seems helpful to have a regular cadence (i.e. not just random meetings)
- Avoid conflicts
 - <https://www.ietf.org/meeting/interim.html>
- Pick some target dates and refine
 - You will disappoint some set of constituents!
 - Chairs, secretary, ADs, et al, are keystone attendees
 - Email potential presenters / discussion leaders
 - Doodle polls, etc, for broader availability
 - Be fair and open to all contributors

Announcing

- Announcement Timeframes
 - In-person Interim Meetings require 4 week notice
 - Virtual Interim Meetings require 2 week notice
- Announcement Process
 - Send a message to the WG mailing list
 - Ask the Secretariat to send to ietf-announce
(iesg-secretary@ietf.org)

Meeting Logistics: Tool Setup

- Create the meeting in Material Manager
- Create the WebEx meeting
- ...

See screenshots in Appendix

Meeting Space

- Physical space issues:
 - Be sure to get adequate space from a Host
 - Build in a buffer / margin to your headcount
 - Plan ahead for building security coordination
 - Consider needs of handicapped participants
- Human Needs
 - Make sure to include bio-breaks in long meetings
 - Consider how people will get food etc
 - Bring in food if possible! (Funding, logistics, etc)
 - Be aware that some people have dietary constraints...
- Travel Assistance
 - Choose Host and location carefully, to be fair to all
 - Provide details, like airport IATA codes and local hotels
- If you require signup in advance, be clear
 - Use a tool like Eventbrite to make life easier

Meeting Mechanics

- Run the meeting
 - Pay attention, ask questions, encourage discussion
 - But don't dominate
- Manage noise
 - On phone bridges, WebEx, etc, put people on mute and disable entry/exit beeps
 - Decide whether to force queues or allow people to unmute themselves
 - Communicate about this and set expectations
- Make sure participants are heard
 - Watch chat sessions, raised hands in WebEx, etc.
- Remote participation for In-person meetings
 - Is good to enable, but sometimes difficult
 - Don't ruin the in-person value for a speakerphone

Agenda: Focus!

- Keep in mind:
 - "high-bandwidth discussions on specific issues"¹
- Focus: pick a topic, center the agenda on it
 - Reject presentations / discussions that don't fit
- Leave ample time for open discussion on topic
 - It's better to return unused time, versus missing the opportunity to have meaningful discussion

1 - <https://www.ietf.org/iesg/statement/interim-meetings.html>

Proceedings

- Treat Interims just like Regular meetings:
 - Take minutes
 - Collect “Blue Sheets”¹
- Post slides and Minutes to Material Manager
 - Minutes, including a list of attendees, must be sent to proceedings@ietf.org within 10 days
 - They’ll be available to the public²

1 - <https://www.ietf.org/documents/interim-meeting-blue-sheet-f2f.pdf>

2 - <https://www.ietf.org/meeting/interim/proceedings.html>

APPENDIX

WG Chair Dashboard

Logged in: bensons@queuefull.net | Log out

Home

Section 1
Session Requests

Meeting Material Manager

Announcements

Section 2

Section 3

Section 4

WG Chair Dashboard

Logged In: bensons@queuefull.net | Log out

Home » Proceedings

Proceedings

IETF Meeting

92

Interim Meeting

- nvo3 - 2015-01-28
- nvo3 - 2014-10-21
- nvo3 - 2014-10-02
- nvo3 - 2014-09-11
- nvo3 - 2012-09-20

Create Interim Meeting

The list(s) above includes those meetings which you can upload materials for. Click on the meeting number or interim meeting date to continue.

Back

WG Chair Dashboard

Logged In: bensons@queuefull.net | Log out

Home » Proceedings » Interim Select Group » nvo3

Working Group -

Scheduled / Completed nvo3 Interim Meetings:

- 2012-09-20
- 2014-09-11
- 2014-10-02
- 2014-10-21
- 2015-01-28

New Meeting

Create a new nvo3 Interim Meeting:

Date: (YYYY-MM-DD Format, please)

Submit

Back

WG Chair Dashboard

Logged In: bensons@queuefull.net | Log out

Home » Proceedings » Interim Select Group » nvo3 » interim-2015-nvo3-2

Interim-2015-nvo3-2 - Upload Material - Group: nvo3

Type	Filename	Delete
Proceedings	Proceedings not yet generated	
Minutes	(not uploaded)	
Agenda	(not uploaded)	

Slides **NEW! Drag and drop to re-order slides**

Slide	Filename	Edit	Replace	Delete
(* - Waiting to be converted to PDF format.)				

Upload Materials

Material type:

Name of Presentation:

For presentations only

Select File: No file chosen

Note 1: You can only upload a presentation file in txt, pdf, doc, or ppt/pptx. System will not accept presentation files in any other format.

Note 2: All uploaded files will be available to the public immediately on the Preliminary Page. However, for the Proceedings, ppt/pptx files will be converted to html format and doc files will be converted to pdf format manually by the Secretariat staff.



I E T F

English : New York Time

Enter the meeting, event, or session number to join.

Join



I E T F

Home

Meeting Center

Event Center

Training Center

Sales Center

Support Center

My WebEx

nvo3

Log Out

English : New York Time


Enter the meeting, event, or session number to join.

Join

Cisco Corporate Consultin

https://ietf.webex.com/mw0401/mywebex/default.do?siteurl=ietf&service=1

Apps 2014 March of 700 M Inbox Google Docs RTM Evernote Twitter Facebook LinkedIn Flickr NewsBlur



I E T F

Home **Meeting Center** Event Center Training Center Sales Center Support Center My WebEx nvo3 Log Out

New User Reference

Attend a Meeting

- Browse Meetings
- Unlisted Meeting
- Register

Host a Meeting

- Schedule a Meeting**
- One-Click Meeting
- My Meetings
- My Recorded Meetings

Set Up

Support

- MyResources
- User Guides
- Downloads

English : New York Time

Browse Meetings

Search for meetings by host, topic, or words in the agenda:

Today Daily Weekly Monthly

< Tuesday, January 20, 2015 > 31

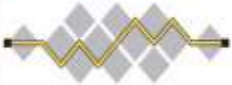
Show past meetings Show only meetings that require registration

Time	Topic	Host	Duration
4:00 pm			
4:30 pm	6tisch security	Michael Richardson	1 hour

Cisco Corporate Consulting

https://ietf.webex.com/mw04011/mywebex/default.do?siteurl=ietf&service=1

Apps 2014 March of 700 Inbox Google Docs RTM Evernote Twitter Facebook LinkedIn Flickr NewsBlur World Clock Travel IETF Reading Brocade



I E T F

Home Meeting Center Event Center Training Center Sales Center Support Center My WebEx nvo3 [Log Out](#)

- New User Reference
- Attend a Meeting
 - Browse Meetings
 - Unlisted Meeting
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- Host a Meeting
 - Schedule a Meeting
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 - My Meetings
 - My Recorded Meetings
- Set Up
- Support
 - MyResources
 - User Guides
 - Downloads
 - Training
 - Contact Us

Meeting topic: NVO3 Virtual Interim 2015-02-27

Password: *****

Confirm password: *****

Date: 02/27/2015

Time: 10:00 am am pm
[New York Time](#)

Duration: 1 hr 30 mins

Attendees: nvo3@ietf.org

[Use address book](#)

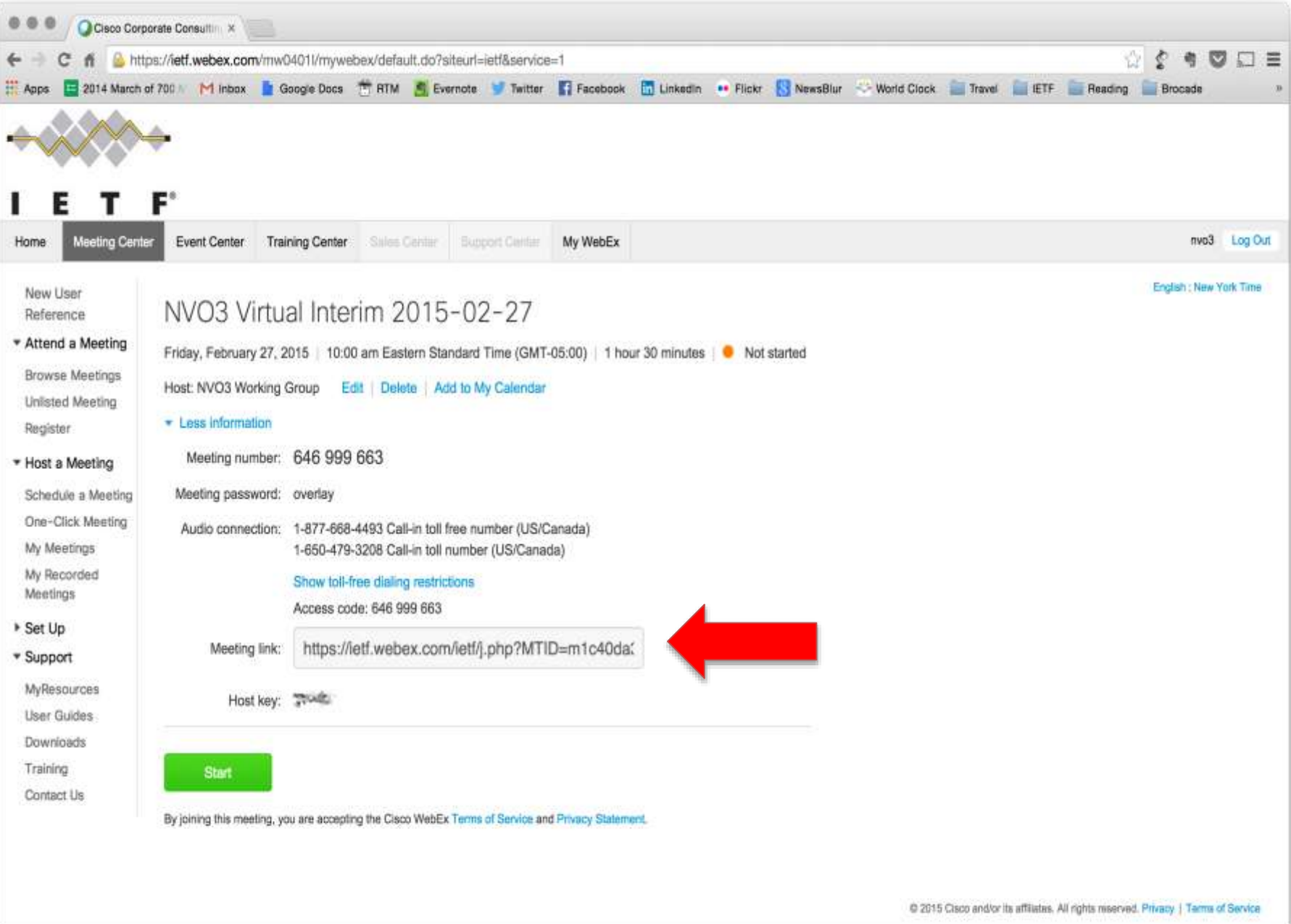
Send a copy of the invitation email to me

Audio conference: WebEx Audio
[Change audio conference](#)

[Save as template](#)

[Schedule Meeting](#)

javascript:;



NVO3 Virtual Interim 2015-02-27

Friday, February 27, 2015 | 10:00 am Eastern Standard Time (GMT-05:00) | 1 hour 30 minutes | ● Not started

Host: NVO3 Working Group [Edit](#) | [Delete](#) | [Add to My Calendar](#)

▾ Less information

Meeting number: 646 999 663

Meeting password: overlay

Audio connection: 1-877-668-4493 Call-in toll free number (US/Canada)
1-650-479-3208 Call-in toll number (US/Canada)

[Show toll-free dialing restrictions](#)

Access code: 646 999 663

Meeting link:

Host key: 

[Start](#)

By joining this meeting, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).