**1st** [**DCAD**](http://www.itu.int/en/ITU-T/accessibility/dcad/Pages/default.aspx) **conference call on** [**18 May 2018, at 12:00 - 13:30 (UTC)**](https://www.timeanddate.com/worldclock/fixedtime.html?msg=DCAD+conference+call&iso=20180518T12&p1=1440&ah=1&am=30)

(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**

# Review IGF2017 ([Report on DCAD face-to-face session at 12th IGF](https://www.itu.int/en/ITU-T/accessibility/dcad/Documents/DCAD%202017/DCAD%20Meeting%20Report_2017_final.docx))

# General information from IGF Secretariat

# DCAD workshop proposal (see [IGF 2018 Call for Workshop Proposals](https://www.intgovforum.org/multilingual/content/igf-2018-call-for-workshop-proposals) )

* Session Title (limit 60 characters) ([IGF’s suggested issues](http://www.intgovforum.org/multilingual/index.php?q=filedepot_download/6119/1205))
* 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](https://www.intgovforum.org/multilingual/content/igf-2018-workshop-session-formats-and-associated-criteria) (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*](http://www.intgovforum.org/multilingual/index.php?q=filedepot_download/4586/588) *made by the* [*CSTD*](https://www.intgovforum.org/multilingual/lexicon/8#CSTD) *Working Group on* [*IGF*](https://www.intgovforum.org/multilingual/lexicon/8#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.

# DCAD activities

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)