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Remote Participation Hubs
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Abstract

For many reasons, remote participation in IETF meetings has increased. As the Internet grows, so does the participation by engineers worldwide. Remote participation with more than one person is considered a hub.

Three types of remote hubs are defined. Each has its own characteristics.

- Remote Participation Hubs
- Remote Viewing Hubs
- Enduring Local Meetups

This document defines a Remote Participation Hub (RPH). Other documents define the other types of hubs. A common structure of sections will be used as far as possible for all hub types.

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1 Introduction

For many reasons, remote participation in IETF meetings has increased. As the Internet grows, so does the participation by engineers worldwide. Remote participation with more than one person is considered a hub.

Three types of remote hubs are defined. Each has its own characteristics.

- Remote Participation Hubs (RPH)
- Remote Viewing Hubs (RVH)
- Enduring Local Meetups (ELM)

This document defines the nature of a Remote Participation Hub. A Remote Participation Hub is functionally equivalent to an IETF face-to-face meeting. A Remote Viewing Hub is less restrictive and may be used for outreach purposes. If an attendee at a Remote Viewing Hub wishes to participate in a working group session, the attendee may do so as an individual remote participant. An Enduring Local Meetup is not necessarily at the same time as an IETF face-to-face meeting and may do activities at its own discretion.

1.1 Terminology

The key words "MUST", "MUST NOT", "REQUIRED", "SHALL", "SHALL NOT", "SHOULD", "SHOULD NOT", "RECOMMENDED", "MAY", and "OPTIONAL" in this document are to be interpreted as described in [RFC 2119](#) [[RFC2119](#)].

2 Purpose of Remote Participation Hubs (RPH)

The purpose of a Remote Participation Hubs (RPH) is to provide a gathering space to participate in one or more Working Groups sessions, Hackathons, or IETF Plenaries scheduled at an ongoing IETF meeting which is being held at the same time.

Participation in an RPH is to be considered as functionally equivalent to attendance at an IETF meeting face-to-face. This means that all legal and session management procedures must be followed (including NOTE-WELL and blue sheets). The specific details will be covered in the relevant section below.

One or more onsite coordinators MUST be present.

3 Relationship to IETF Meetings

The RPH will be at the time of the IETF meeting. An RPH may decide to have multiple rooms with multiple simultaneous sessions mirroring

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those at the face-to-face meeting or it may choose to have a single room with selected Working Group sessions. This is at the discretion of the RPH. The sessions to be held at the RPH must be communicated to the IETF Secretariat for posting in the Wiki.

It SHOULD also mention any restrictions such as:

1. Only employees of the hosting organization are allowed
2. Restrictions on carrying laptops or recording devices
3. Specific proof of identity required to access the premises

[3.1](#) Registration

An attendee at an RPH MUST register and this must be noted by the IETF Secretariat. This MUST be checked by the onsite co-ordinator.

There may be an online attendance portal having blue sheets provided by IETF Secretariat. The following information may be asked:

- a. Name
- b. Organization
- c. Registration Number
- d. Location

[3.2](#) Cost

There may be a charge to attend an RPH. This may be subsidized by entities wishing to do so.

[3.3](#) Timing

An RPH MUST be designated at a minimum of 30 days before the IETF meeting.

[4](#) Functioning at Remote Participation Hubs

[4.1](#) Coordinators

At least one or preferably two (2) coordinators MUST be appointed by the RPH. Contact information MUST be provided to the IETF Secretariat for inclusion in the calendar / Wiki.

[4.2](#) Session Management

Session management MUST be done as described in [RFC2418](#): IETF Working Group Guidelines and Procedures [\[RFC2418\] Section 3.3](#) Session Management.

NOTE Well MUST be shown at the start of the meeting. Mike queuing discipline and fairness MUST be enforced by on-site coordinator(s).

[4.3](#) Anti-Harrassment Procedures

Anti-Harrssment procedures MUST be followed according to: [RFC7776](#): IETF Anti-Harassment Procedures [[RFC7776](#)].

[4.4](#) Adherence to Proper Procedures

The coordinators are responsible to maintain adherence to proper legal, registration, and other procedures exactly as would be true of a live IETF meeting.

Failing to do so will mean that the RPH may not obtain approval in the next cycle.

[4.5](#) Recording

All activity at an RPH MUST be recorded for anyone wishing to view activity at a later date (and must be archived).

[4.6](#) Technical Functioning

In order for groups of individuals to remotely participate in the meetings, there are certain technical requirements that must be met to ensure a non-disruptive and trouble-free meeting experience. This document outlines the proper configuration for remote participation to various conferences throughout the world.

[4.6.1](#) Bandwidth

Adequate and good quality wired bandwidth is extremely important in order to have audio, video and presentations properly shared in both directions.

[4.6.2](#) Physical Room Layout

The layout of the meeting room is important in order for everyone to actively participate in the meeting. It is suggested that the coordinators keep the following points in mind when selecting and setting up the venue:

- a. Allow for plenty of time to set up and test the equipment prior to your first meeting.
- b. Each attendee will need at least one power port.

c. Heating and cooling can be a major factor. Note that projectors and TVs can add to the room's heat.

d. Take note of the location and quantity of the power and network connection points.

[4.6.3](#) Audio

A sound system that is properly sized to the audience is important. This will allow everyone to hear the local and remote audiences, speakers and presenters. The coordinators may wish to consider using a robust audio system and a qualified technical person to install and operate the equipment throughout the duration of the meeting.

[4.7](#) Responsibilities/Functions of the RPH Coordinators

1. To Support the participants on how to utilize a remote hub.
2. Take a lead in the facilitation of sessions ensuring continuity of the remote session.
3. Take the attendance along with the IETF remote registration number
4. Support the participants in communication with remote members, regarding session and activities in a working group.
5. Submission of attendance to the IETF Secretariate.
6. Set up the space with the appropriate furniture, equipment and materials for the IETF WG session each day.
7. Oversee the documentation process through photos and help keep an organised archive for the sessions.
8. Co-ordinate volunteers for the participation programme.
9. Assist with the monitoring and evaluation of identified elements of the remote participation programme and ensure that data is entered onto the metric system as required.

[4.8](#) Language of the communication of RPH

The primary language of the RPH is "ENGLISH". This must be communicated to the participants in advance. The RPH may choose to have a translator present for local language support.

5 Remote Support Tools

All tools MUST provide an English language interface. Optionally, other languages MAY be used as convenient.

5.1 Communications

The remote communications methods today include Jabber and MeetEcho. These shall be used. If new methods arise, then they may be

6 IETF Secretariat Support

6.1 Calendar

The IETF Secretariat will maintain a calendar of locations and times for all RPH's for that IETF meeting. Historical information MUST be kept according to the section on Metrics.

6.2 Wiki / Web Page

The IETF Secretariat will maintain a Wiki or web page indicating which working group sessions are being held at the RPH. This information MUST be kept historically according to the section on Metrics.

6.3 Registration

The IETF Secretariat MUST account for all registrations at an RPH. Historical information MUST be kept according to the section on Metrics.

7 IETF Liaison

Two people to act as a liaison and to coordinate the RPH efforts will be appointed. One will be nominated by the IAOC. One will be nominated by the IAB.

The tasks to be performed by the liaison will be:

- approve the RPH,
- approve the coordinators for the RPH,
- provide training for the RPH coordinators
- approve the name and if the IETF logo / brand are being used
- discuss with the IETF trustees the use of the IETF brand / logo
- ensure that proper procedures are being followed at an RPH.

8 Metrics

The following metrics will be kept for RPH's:

- Location (Economy / name of country)
- Name
- Name of coordinators
- Number of attendees registered
- Number of sessions
- The Working Groups followed
- Number of participants in each session (regardless of time)

Metrics may Include the following questions to the RPH Coordinators.

Potential Metrics Survey Questions may be:

- How many RPHs were there and in which Location?
- How many people participated at the RPH?
- What sessions did they attend?
- Were there other associated activities in the RPH?
- Did any participant ask questions or make relevant comments?
- Were there any difficulties experienced?
- How might we (IETF) make it easier?
- How would you suggest we acknowledge the attendance?
- Will there be one or more RPHs for future IETF meetings?
- Will there be activities in the location between two IETF meetings?
- If yes, what kind of activities, are planned?

9 Mentoring

The RPH will not provide special mentoring. The mentoring may be provided if there is a local group willing to provide it. However, the specification of that is outside the scope of this document.

10 Legal Issues

10.1 IETF Rights in Contributions

Participation in a RPH will be considered a contribution to the IETF and all issues of Intellectual Property Rights, confidentiality, trade marks, etc. shall be governed by the appropriate section in [RFC5378](#): Rights Contributors Provide to the IETF Trust [[RFC5378](#)].

10.2 Note Well

A "note well" as is commonly used at face-to-face meetings MUST be shown at an RPH session.

10.3 IETF Brand / Logo

The IETF logo may be used to in an RPH with the prior approval of the IETF liaison.

11 Security Considerations

There are no security considerations.

12 IANA Considerations

There are no IANA considerations.

13 References

13.1 Normative References

[RFC2119] Bradner, S., "Key words for use in RFCs to Indicate Requirement Levels", [BCP 14](#), [RFC 2119](#), March 1997.

[RFC2418] Bradner, S., "IETF Working Group Guidelines and Procedures", [BCP 25](#), September 1998.

[RFC5378] Bradner, S., "Rights Contributors Provide to the IETF Trust", [BCP 78](#), November 2008

[RFC7776] Resnick, P., "IETF Anti-Harassment Procedures", [BCP 25](#), March 2016

13.2 Informative References

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