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N. Elkins
Inside Products
H. Chowdhary
NIXI
T. Santosh
MEITY
V. Hegde
Independent
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Remote Viewing 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. Some exist today; other types may exist in the future. Each has its own characteristics.

- Remote Participation Hubs (future)
- Remote Viewing Hubs (today)
- Enduring Local Meetups (today)

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

Status of this Memo

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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. Some exist today; other types may exist in the future. Each has its own characteristics.

- Remote Participation Hubs (future)
- Remote Viewing Hubs (today)
- Enduring Local Meetups (today)

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

A Remote Viewing Hub may evolve into an Enduring Local Meetup.

A Remote Participation Hub (RPH) may be defined in the future. This will have many more requirements for legal, queuing, recording and other restrictions. 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 Viewing Hubs (RVH)

The purpose of a Remote Viewing Hub (RVH) 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 RVH is not functionally equivalent to attendance at an IETF meeting. The purpose of Viewing hubs may be to introduce people to the IETF process, discuss ongoing work at the IETF or outreach to the local community. An RVH may also be a simple gathering of people to remotely watch Working Group sessions.

Legal and session management procedures need not be followed

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(including NOTE-WELL and blue sheets).

One or more onsite coordinators may be present.

[3](#) Relationship to IETF Meetings

The RVH will be at the time of the IETF meeting. An RVH may decide to have multiple rooms with multiple simultaneous sessions mirroring 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 SHOULD 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 MAY register and this MAY be noted by the IETF

Secretariat. This MAY be checked by the onsite co-ordinator, if any.

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 SHOULD be designated at a minimum of 30 days before the IETF meeting.

[4](#) Functioning at Remote Viewing Hubs

[4.1](#) Coordinators

At least one or preferably two (2) coordinators SHOULD be appointed

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by the RPH. Contact information MUST be provided to the IETF Secretariat for inclusion in the calendar / Wiki.

[4.2](#) Session Management

Session management as described in [RFC2418](#): IETF Working Group Guidelines and Procedures [\[RFC2418\] Section 3.3](#) Session Management does not apply to Remote Viewing Hubs.

The coordinators may wish to explain the NOTE Well which is shown at the start of the meeting. Mike queuing discipline and fairness do not apply to an RVH.

[4.3](#) Anti-Harassment Procedures

An RVH may wish to ensure that anti-Harassment procedures according to: [RFC7776](#): IETF Anti-Harassment Procedures [[RFC7776](#)] are followed. This is in the best interests of all participants.

[4.4](#) Adherence to Proper Procedures

Proper procedures for an RVH are not defined. They are at the discretion of the participants.

[4.5](#) Recording

Recording and archiving does not apply to an RVH.

[4.6](#) Technical Functioning

In order for groups of individuals to remotely view 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.

This section is needed only for a relatively large group of viewers.

[4.6.1](#) Bandwidth

Adequate and good quality wired bandwidth is extremely important in order to have audio, video and presentations viewed with good quality.

[4.6.2](#) Physical Room Layout

The layout of the meeting room is important in order for everyone to properly view the presentations. 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 speakers. 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 RVH Coordinators

The RVH coordinators, if any, may wish to consider doing one or more of the activities below.

1. To support the participants on how to participate remotely in IETF meetings on an individual basis.
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. Encourage the participants to participate in Working Group email lists.
5. Submit the count of attendees to the IETF Secretariat.
6. Set up the space with the appropriate furniture, equipment and materials for the IETF WG session each day.
7. Create a documentation process through photos and keep an organized archive for the sessions.

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

The RVH may communicate in any language desired.

[5](#) Remote Support Tools

The remote support tools used are at the discretion of the RVH.

[5.1](#) Communications

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

[6](#) IETF Secretariat Support

[6.1](#) Calendar

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

[6.3](#) Registration

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

[7](#) IETF Liaison

An IETF liaison is not needed for an RVH.

[8](#) Metrics

The following metrics SHOULD be kept for RVH'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 RVH. Potential Metrics Survey Questions may be:

- How many RVHs were there and in which Location?
- How many people participated at the RVH?
- What sessions did they attend?
- Were there other associated activities in the RVH?
- 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 RVHs 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 RVH 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 an RVH will not be considered a contribution to the IETF. Issues of Intellectual Property Rights, confidentiality, trade marks, etc. as noted by the appropriate section in [RFC5378](#): Rights Contributors Provide to the IETF Trust [[RFC5378](#)] do not apply to an RVH.

[10.2](#) Note Well

A "note well" as is commonly used at face-to-face meetings need not be shown at an RPH session.

[10.3](#) IETF Brand / Logo

The IETF logo may be used to in an RVH with the prior approval of the IETF trustees.

[11](#) Security Considerations

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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

Authors' Addresses

Nalini Elkins
Inside Products, Inc.
36A Upper Circle
Carmel Valley, CA 93924
United States
Phone: +1 831 659 8360
Email: nalini.elkins@insidethestack.com
<http://www.insidethestack.com>

Harish Chowdhary

NIXI
India
Email: harish@nixi.in

T.Santhosh
Ministry of Electronics and Information Technology
Government of India
Electronics Niketan, 6 CGO Complex,
New Delhi - 110003 (India)

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Tel: +91-11-24364741, 24301831

V. hegde
Independent
vinayakh@gmail.com

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