

INTERNET-DRAFT

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Remote Hubs in Latin America  
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Abstract

This document describes experiences and lessons learnt organizing remote sessions for working group meetings in Latin America. The main objective is to engage people in the IETF through small and informal meetings with people that share common interests.

At the same time, remote participation for those already active in the IETF is more attractive and they help with IETF outreach sharing their experiences with newcomers.

The local meetings are called remote IETF Working Group Hubs.

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## [1](#) Background

IETF Remote Hubs are remote meetings for a working group session where a small group of people that share their interest and knowledge on a specific topic, meet locally to make their remote participation more attractive. This document is how this has been implemented in Latin America.

There are groups of people at Universities or Companies that share their interest in certain Working Group or follow the same mailing lists but are not yet engaged in discussions and usually have never participated in a meeting. In most cases that lack of appropriate involvement or their daily responsibilities discourage them for being remote participants. IETF WG Remote hubs are local meetings for the working group they're following, where people can experience remote participation accompanied. The objective is to experience something closer to a real working group session, following the presentations and discussing issues locally and in their own language.

## [2](#) Definition and goals

### [2.1](#) What is a remote hub?

In Latin America, IETF WG Remote hubs are informal and small gatherings (usually less than 15 participants), using the standard IETF tools for remote participants, organized for a specific working group session (2-4 hours), usually during an IETF meeting.

Remote hubs can be public and open for anyone to attend or closed just for some invited participants.

## [2.2](#) What they are not

Remote IETF WG Hubs are not remote IETF events where people can show up without invitation or attend for networking purposes. They usually do not provide food nor beverages or goodies. There's no exhibition, no social event (not even cookies).

The IETF WG remote hubs are not streaming the IETF meeting live during the whole day.

## [3](#) Organization

Remote hubs can be public (open invitation) or closed to invited people. It is up to the organizer the format and how to invite participants.

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IETF Remote Hubs are not as complex to organize as other remote hubs such as ICANN's or IGF. The amount of people participating in an IETF WG remote hub is usually limited to those that are currently following that working group mailing list. The average attendance is between 5 and 10 participants.

### [3.1](#) How to organize a remote hub

In order to organize a remote hub you will need:

#### [3.1.1](#) Location:

The usual locations are meeting rooms when they're organized by companies or classrooms when they're organized by universities. The working group sessions can last up to four hours so it's desirable to have seats available for the participants.

#### [3.1.1](#) Organizer:

Individuals are usually the champions for IETF WG remote hubs. Someone currently active in a working group is usually the main

conviener.

Any organization can host a remote Hub. Companies and Universities were the most common locations, but there were also remote IETF WG hubs organized at IXPs (Internet Exchange Points), ccTLDs (country code top level domain organizations) and RIR (Regional Internet Registry)

### 3.1.2 Internet access

The bandwidth required is less than 1Mbps for a decent quality for both audio and video.

### 3.1.3 Software Tools

The preferred remote participation tool is Meetecho. It includes useful features for remote participants such as a virtual mike queue. The updated instructions for using Meetecho are located in the remote participants section in the meeting web page. As an example, for IETF-94: <http://www.ietf.org/meeting/94/remote-participation.html#Meetecho>.

Since IETF91 in Honolulu, all sessions are supported by Meetecho. A synchronized view of the official jabber room, the slides being presented and an audio/video feed from the physical meeting room is made available for each Meetecho virtual room.

Remote participants can:

1. View presentations and speakers in real-time;
2. Use the Jabber room to make comments or ask questions;
3. Join a virtual queue to interactively make comments or ask questions over the in-room audio system.

All audio/video functionality in Meetecho is WebRTC based, which means that, while alternative, non-interactive options are provided, a WebRTC compliant web browser (currently, either Chrome or Firefox or Opera) is needed for active (i.e., interactive) participation. That said, a WebRTC compliant browser is sometimes not enough, as the client network may employ filters or firewalls that might affect a successful WebRTC connectivity. Hence, in order to check whether or not the client is able to make use of WebRTC for the purpose, a

simple self-test web application (directly reachable from the IETF remote participation web site) is provided. The self-test site will attempt to start an echo test that will try and capture client's audio and video, and bounce them back: if the client can see herself in both boxes and hear herself back, it means that everything is fine. If not, the Meetecho team has to be notified in order to fix things prior to the session's start time (so to avoid disrupting the natural flow of the meeting).

#### [3.1.4](#) Projector or screen

When the hub has no more than five participants there's no need to use a projector. A computer screen will be enough to follow the slides and video from the meeting. When more people are expected in the IETF WG remote hub, you will need a bigger room and a projector is usually required to see the remote slides properly.

#### [3.1.5](#) Audio

The audio could be less than optimal so the computer audio is not enough. Additional speakers are always recommended.

#### [3.1.6](#) Microphone

Be prepared to ask questions from your Hub. A microphone will be useful to improve the sound quality from your meeting room. Be prepared to mute your speakers if echo is experienced. When the meeting room is big, a wireless microphone will be better.

### [3.2](#) Planning for a remote hub

1. Wait for the IETF agenda to be published
2. Look for an available meeting room at the time slot when your Working Group meets
3. Notify the IETF about your remote hub if you want it included in

the public remote IETF WG Hubs list

4. Invite participants (include your name, date, time, location and Working Group name)

5. Test Meetecho before the Working Group session (see above for details about the self-test facility provided by Meetecho)

6. Use jabber to notify the jabber scribe when your remote hub is online

#### [4](#) Use of IETF name / brand

Even though the IETF supports and encourages the organization of remote hubs, they're not official IETF activities. If you plan to host a remote hub, and you plan to publicly announce it to your community, please be careful not to use the IETF name or logo without authorization. In order to be complaint with current copyright requirements, please notify the appropriate people at IETF before doing any announcements.

#### [5](#) IANA Considerations

There are no IANA considerations.

#### [6](#) Security Considerations

There are no security considerations.

#### [7](#) References

##### [7.1](#) Normative References

#### [8](#) Acknowledgments

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