

# draft-kuehlewind-shmoo- online-meeting

Martin Duke and Mirja Kühlewind  
IETF-111, July 2021, online

# Guidelines for Online Meeting Planning

- Time Zone Selection
  - See next slides
- Number of Days and Total Hours per Day
  - 5 days with 6 hours total (except plenary day)
- Session/Break Length
  - 3 sessions per day (120 or 60 mins) and and 30 mins breaks
- Number of Parallel Tracks
  - 8 or more parallel tracks
- Full vs. limited agenda
  - The value of cross participation and high active meetings weeks has been recognised as important for continuous progress (and not only for newly initiated work)

These are rather recommendations than strict rules based on the experience and survey feedback so far. Selected experiments are possible and encouraged.

# Time Zone Selection

All fully online IETF plenary meetings begin at 0500 ("Asia"), 1200 ("Europe"), or 2100 ("North America") UTC.

- Proposed to minimize inconvenience while not excessively penalizing any time zone. Effectively, there is an early morning and a late afternoon meeting for two of the three regions in each slot. E.g. the "Asia" 0500 UTC slot would be 0600 CET (early morning) and 1300 China Standard Time (afternoon). Since fully online meeting days are expected to be shorter than in-person meetings, this slot is roughly within the "usual" working hours of both regions.
- The intent of rotating between these three slots is to scatter meetings throughout the course of the global day, to maximize the ease of participants to occasionally attend regardless of their location and what time of day is optimal for their schedule.

# “Pain” distribution

Scoring system:

3 pts/hr for 0100-0500

2 pts/hr for 0000-0100 and 0500-0600

1 pt/hr for 2200-2400 and 0600-0800

Asia: simple mean of pain for Sydney, Japan, China, India

Europe: CET

North America: simple mean of Eastern and Pacific

# Results

		Score			Mean hours between 0100-0500		
	UTC start	Asia	Europe	NA	Asia	Europe	NA
	0/8/16	5.00	5.17	5.00	1.00	1.17	1.00
	1/9/17	4.96	4.83	4.92	0.96	0.83	0.92
	<b>2/10/18</b>	<b>4.92</b>	<b>4.67</b>	<b>4.83</b>	<b>0.92</b>	<b>0.67</b>	<b>0.83</b>
	3/11/19	4.88	4.67	4.92	0.88	0.67	0.92
	4/12/20	5.00	4.83	5.00	1.00	0.83	1.00
	5/13/21	5.04	5.17	5.08	1.04	1.17	1.08
	6/14/22	5.08	5.33	5.17	1.08	1.33	1.17
	7/15/23	5.13	5.33	5.08	1.13	1.33	1.08
	5/12/21 (current draft)	4.38	5.17	5.88	0.83	1.17	1.17

# And the winner is...

## Northern Summer

UTC Slot		Sydney		Japan		China		India		CET		Eastern		Pacific	
Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
2:00	8:00	12:00	18:00	12:00	18:00	10:00	16:00	7:00	13:00	4:00	10:00	22:00	4:00	19:00	1:00
10:00	16:00	20:00	2:00	20:00	2:00	18:00	0:00	15:00	21:00	12:00	18:00	6:00	12:00	3:00	9:00
18:00	0:00	4:00	10:00	4:00	10:00	2:00	8:00	23:00	5:00	20:00	2:00	14:00	20:00	11:00	17:00

## Northern Winter

UTC Slot		Sydney		Japan		China		India		CET		Eastern		Pacific	
Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
2:00	8:00	13:00	19:00	11:00	17:00	10:00	16:00	7:00	13:00	3:00	9:00	21:00	3:00	18:00	0:00
10:00	16:00	21:00	3:00	19:00	1:00	18:00	0:00	15:00	21:00	11:00	17:00	5:00	11:00	2:00	8:00
18:00	0:00	5:00	11:00	3:00	9:00	2:00	8:00	23:00	5:00	19:00	1:00	13:00	19:00	10:00	16:00

# Alternate Scoring

Minimize the pain of the **second-worst** slot

For each region: score = mean(median(each time zone))

# Results

UTC start	Median Pain		
	Asia	Europe	NA
0/8/16			
1/9/17	2.13	1.50	3.00
<b>2/10/18</b>	2.88	3.00	3.50
3/11/19	3.5	5.5	3
4/12/20	3.13	5.50	3.50
5/13/21	3.13	3.00	3.00
6/14/22	2	1.5	1.75
7/15/23	<b>1.75</b>	<b>0.5</b>	<b>1.5</b>
	2.5	0.5	1.75
5/12/21	1.75	1.5	3.25
5/14/22	<b>1.63</b>	<b>1.50</b>	<b>1.50</b>

# And the winner (of this system) is...

## Northern Summer

UTC Slot		Sydney		Japan		China		India		CET		Eastern		Pacific	
Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
5:00	11:00	15:00	21:00	15:00	21:00	13:00	19:00	10:00	16:00	7:00	13:00	1:00	7:00	22:00	4:00
14:00	20:00	0:00	6:00	0:00	6:00	22:00	4:00	19:00	1:00	16:00	22:00	10:00	16:00	7:00	13:00
22:00	4:00	8:00	14:00	8:00	14:00	6:00	12:00	3:00	9:00	0:00	6:00	18:00	0:00	15:00	21:00

## Northern Winter

UTC Slot		Sydney		Japan		China		India		CET		Eastern		Pacific	
Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
5:00	11:00	16:00	22:00	14:00	20:00	13:00	19:00	10:00	16:00	6:00	12:00	0:00	6:00	21:00	3:00
14:00	20:00	1:00	7:00	23:00	5:00	22:00	4:00	19:00	1:00	15:00	21:00	9:00	15:00	6:00	12:00
22:00	4:00	9:00	15:00	7:00	13:00	6:00	12:00	3:00	9:00	23:00	5:00	17:00	23:00	14:00	20:00

# Rules for selection

1. Eliminate all regions that had an in-person meeting in that calendar year. If one region remains, select the time slot mapped to that region.
2. Eliminate all regions that have a planned in-person meeting that calendar year. If one region remains, select the time slot mapped to that region.
3. Select the region that has least recently had an fully online IETF plenary in its slot. For the pandemic cancellations of 2020- 2021, the original host cities are used to determine the host region. Therefore, at the time of writing the most recent selections are Asia in November 2020, Europe in March 2021, and North America in July 2021.