



Grand Ballroom 3

IETF New Participant Program

Session 2: Participating in the IETF



I E T F[®]

Making the Internet work better

Welcome to the IETF New Participant Program!

Program agenda

1. Introduction to the IETF
 - About; Participants; Structure; Funding; Governance; Policies
2. Participating in the IETF (**this session**)
 - Mailing lists; Datatracker; IETF Meetings
3. Standards development
 - Areas; Working Groups; WG process; IESG process; Bringing new work
4. IETF Hackathon
 - Running code
5. Internet-Drafts and RFCs
 - Formats; Statuses; Streams; Structure; Content guidelines; Tools; Submitting; AUTH48
6. The Power of the Community
 - Community selects the leadership, Community Self Regulation, Disputes and Appeals
7. Summary and Wrap-up

Your presenter for this session

Bron Gondwana



CEO at Fastmail. C and Perl hacker and developer on Cyrus IMAP project and JMAP Proxy.

Have been involved in email for about 20 years, and am currently co-chair of the IETF working groups CALEXT and JMAP.

You can find me on all the usual places: Twitter, LinkedIn and of course good old Email - the world's biggest social network.

IETF Note Well

By participating in the IETF you agree to follow IETF processes and policies. This Note Well is a reminder of some of those policies. For a linked version of this text, please visit www.ietf.org/note-well or use the QR code below.

- IETF participants are expected to behave in a professional manner and extend respect and courtesy to their colleagues at all times (see *RFC 7154: IETF Guidelines for Conduct and IETF Anti-Harassment Policy*). If you have any concerns about behavior, please contact the *Ombudsteam* who have a duty of confidentiality and extensive powers to act, as set out in *RFC 7776: IETF Anti-Harassment Procedures*.
- If you are aware that any IETF contribution (as defined in *RFC 5378: Rights Contributors Provide to the IETF Trust*) is covered by patents or patent applications that are owned or controlled by you, your employer or your sponsor, you must disclose that fact, or not participate in the discussion (see *RFC 8179: Intellectual Property Rights in IETF Technology*).
- For detailed process information consult *RFC 2026: Internet Standards Process* and *RFC 2418: IETF Working Group Guidelines and Procedures* and updates to those.
- The IETF routinely makes public written, audio, video, and photographic records of IETF activities, including your personal information as set out in the *IETF Privacy Statement*.

For advice, please talk to Working Group chairs or Area Directors.

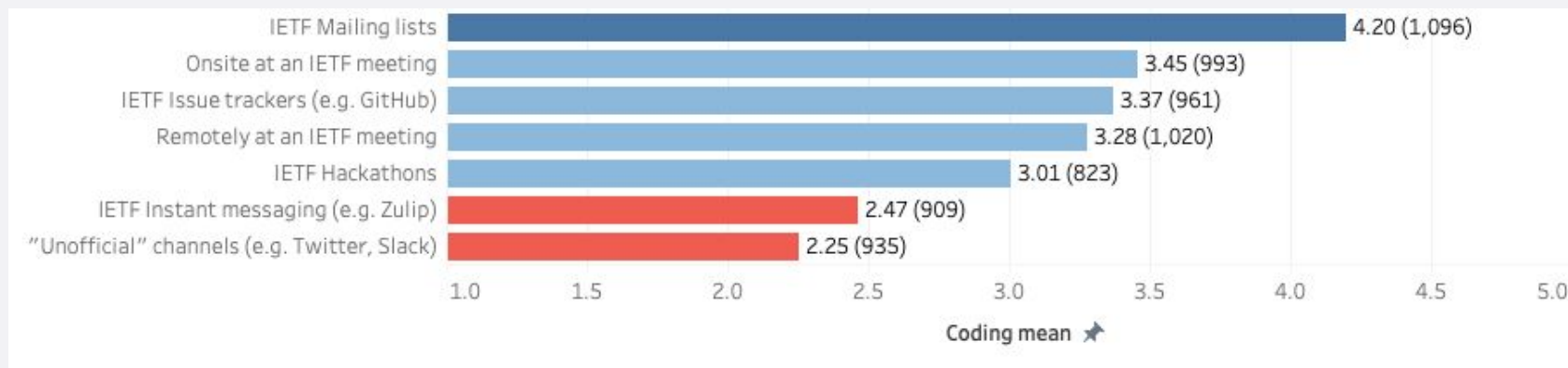


Email

Mailing lists

Core mechanism for participation

The IETF operates over 500 mailing lists and it is on these where most of the work of the IETF is conducted. Surveys regularly show that mailing lists are preferred:



All messages to all IETF mailing lists are considered contributions to the IETF and are covered by the grant of copyright to the IETF Trust.

Mailing lists- over 400

Types of lists

- **Announcement lists.** Anyone can subscribe, small number of senders, includes:
 - IETF Announce. Main announcement list, fairly high traffic.
 - I-D Announce. Actions taken on I-Ds currently being considered by the IETF.
 - IRTF Announce. IRTF meetings and other activities and actions of the IRTF
- **Working Group and BOF lists.** One per WG/BOF - where the work gets done.
- **General.** For cross-community discussion on a wide range of topics
 - IETF general list. General community discussion list.
 - Architecture Discuss. Technical discussion of architectural issues.
 - Last Call. For discussion of proposed actions that are in IETF Last Call.
 - Admin Discuss. Anything on meetings, finances and general admin.
- **Non working group.** Both technical and non-technical lists on specific subjects.
- **Meeting-specific lists.** Lists specific to each IETF meeting.

Mailing lists

Operations

IETF Mailing Lists use the Mailman3 list manager. You can create an account and manage all of your subscriptions at <https://mailman3.ietf.org/mailman3/lists/>

Most lists allow anyone to subscribe and post and have a publicly available archive of all messages sent. A few lists have restrictions on who can subscribe and post but still have a public archive. A few lists have more complex controls.

Once you are subscribed to one mailing list, you are added to an allowlist that allows you to post to any other list without being subscribed (you will need to subscribe to receive messages).

Agreements reached at meetings only become decisions after they are taken to the mailing list to ensure that everyone has a chance to share their views.

Mail archive - IETF custom tool

<https://mailarchive.ietf.org/>

Search across all lists or within a specific list

Export a set of messages as mbox, maildir or URLs

The screenshot shows the IETF Mail Archive interface. At the top, there's a navigation bar with 'Mail Archive' and search options. Below that, the 'admin-discuss' list is selected. A table of messages is displayed with columns for Subject, From, and Date. The first message is '[admin-discuss] Mail service transition complete' by Robert Sparks, dated 2025-02-24. Below the table, a detailed view of this message is shown, including the subject, sender, date, and the body text. The body text is plain text with some links and a signature. At the bottom of the message view, there are icons for replying, downloading, and linking.

Subject	From	Date
[admin-discuss] Mail service transition complete	Robert Sparks	2025-02-24
[admin-discuss] Re: IETF LLC Comms (llc-comms) TEAM Virtual Meeting: 2025-02-20	Dhruv Dhody	2025-02-23
[admin-discuss] Re: IETF email service transition planned for 24 February	Robert Sparks	2025-02-21
[admin-discuss] Re: IETF LLC Comms (llc-comms) TEAM Virtual Meeting: 2025-02-20	Warren Kumari	2025-02-20
[admin-discuss] Re: IETF LLC Comms (llc-comms) TEAM Virtual Meeting: 2025-02-20	Andrew Campling	2025-02-20
[admin-discuss] Re: IETF LLC Comms (llc-comms) TEAM Virtual Meeting: 2025-02-20	Mirja Kuehlewind (IETF)	2025-02-20
[admin-discuss] Re: IETF LLC Comms (llc-comms) TEAM Virtual Meeting: 2025-02-20	Bob Hinden	2025-02-20

1311 Messages

[admin-discuss] Mail service transition complete
Robert Sparks <rjsparks@nostrum.com> | Mon, 24 February 2025 12:54 UTC | [Show header](#)

We believe this mail transition to be complete and that no messages were lost.

The new system is being closely monitored for anything unexpected. If you see something that doesn't look like it should, please report it to support@ietf.org.

RjS

On 2/21/25 12:14 PM, Robert Sparks wrote:
>
> Resending this message as reminder of this Monday's transition:
>
> On 2/14/25 3:10 PM, Robert Sparks wrote:
>>
>> Please be aware
>> of <https://www.ietf.org/blog/email-service-transition-2025-02/>

Multiple ways to view and filter

Only shows linkified plain text, no HTML

Reply to a message using your mail client

Stable reference. Used regularly in mailing list discussions to refer to a previous message

Download a single message

Being effective on mailing lists

Structured email is the key

- **Mostly short.** Nobody is obliged to read your emails, so mostly keep it short. For long emails consider structure - headings, bullets, introductions, summaries, etc.
- **Threads and useful subject lines.** Useful threads and subjects are much easier to read and refer to later:
 - Something new to say - start a new thread with a new message.
 - Replying and changing topic - change the subject line of the thread.
- **Replying below quoted text.** Reply to individual points below quoted text from the message that you are replying to. Cut down the quoted text to the minimum required - it is not rude, it focuses the conversation and saves reader time.
- **Beware rich-text formatting.** Coloured, bold and italic text can be problematic for those with vision disabilities. Many in the IETF use non-HTML mail clients, and the Mail Archive only shows the plain text.

Datatracker

Datatracker


<https://datatracker.ietf.org>

Datatracker is the IETF's **Document Management System** and **Decision Support System** and **Authentication Provider** and **Community Management System**.


- **People.** Everyone who has registered for a meeting, authored an Internet-Draft, or been in a leadership role has an account.
- **Groups.** Every group (Body, Area, WG, Directorate, RG, Team, etc) has a set of pages listing the people in specific roles, document, meetings, and much more. Functionality for balloting, recording decisions/minutes and enabling contact.
- **Documents.** Records the provenance of I-Ds and RFCs, including what action was taken when and by whom. Functionality to submit and manage documents.
- **Meetings.** All aspects of meeting management and participation - agenda planning, session requests, floor plans, data planner.
- **More.** IPR disclosures, liaison statements, IESG dashboards, NomCom process.

Datatracker

Front page



Datatracker Groups ▾ Documents ▾ Meetings ▾ Other ▾ jay ▾

[Report a bug](#) 



I E T F[®]

Datatracker

The IETF Datatracker is the day-to-day front-end to the IETF database for people who work on IETF standards. It contains data about the documents, working groups, meetings, agendas, minutes, presentations, and more, of the IETF.

The primary public face of the IETF is at www.ietf.org.

IETF Document Search

 Search



[Search page for www.ietf.org website](#)

[Search page for IETF mail list archives](#)

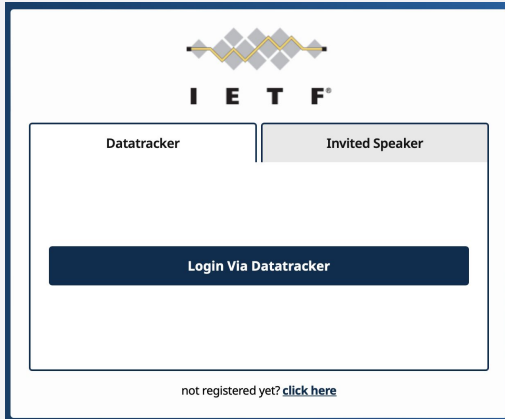


Making the internet work better

Datatracker

Authentication provider

Datatracker is an OIDC Connect identity provider. Your Datatracker account is therefore used to authenticate to the following services:



- Meetecho
- Mailarchive
- Registration system
- IETF Wikis (wiki.ietf.org and more)
- notes.ietf.org (Hedgedoc, for ad-hoc notes)
- IETF Zulip instance
- Yangcatalog.org

Currently, a separate account is required for Mailman but this will switch to using Datatracker accounts some time in late 2025 or early 2026.

IETF Meetings

IETF Meetings

Also called “plenary meetings”

The IETF meets onsite 3 times a year, rotating through Asia, Europe, North America with the following spread of sessions: (* not all groups meet each meeting)

- Working Group sessions: ~130 working groups *
- Birds of a Feather sessions (BoFs)
- Research Group sessions (part of the IRTF): ~ 16 research groups *
- IETF-wide plenary, Area-wide sessions, IAB Open, IRTF Open
- Hackathon
- Social Events (when funding is available)
- Tutorials, Deep Dives, Host Speakers
- Hot RFC
- Side Meetings
- Applied Networking Research Prize (ANRP) talks at IRTF Open Meeting

Standard session setup

- Chairs manage session from the front
- Two screens - one for the agenda or presentation, one for remote speakers.
- One or more microphone queues for onsite participants to speak.
- Remote participation fully supported.
- Recorded, transcribed and uploaded.
- Power strips near most seats.
- Dedicated chatroom per session.
- Everyone in the room signs in and uses Meetecho for materials and joining the queue to speak.



General meeting etiquette

Hats are optional

- Wear whatever you want.
- Join and leave sessions as you please.
- Behave respectfully and tolerantly towards everyone else and expect the same in return.
- Remember that skills with English differ greatly, so speak to be understood by everyone.
- Test your technology (mic, speakers) in advance.
- Prepare for the meeting by reading the documents and lists and watching past sessions.

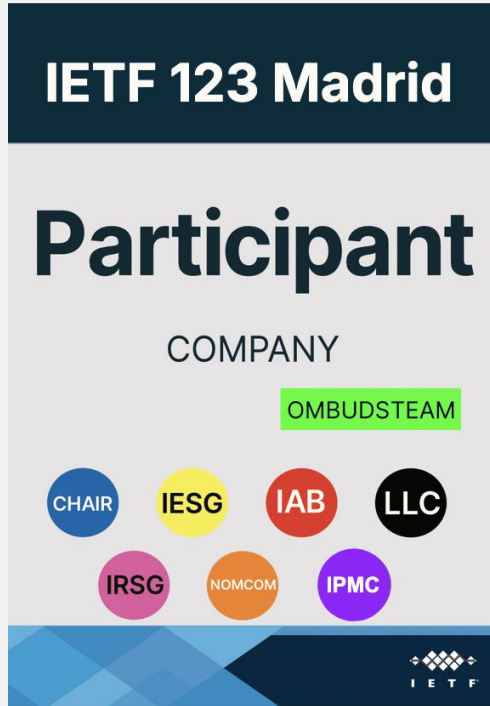


Lanyards, Badges, Dots and Ribbons

Simple really



A red lanyard means you will only be photographed as part of a group, or when presenting, or when speaking at the microphone.



Dots show any official roles the person has.

Ribbons enable people to personalise their badge

IETF Meetings

We employ a professional photographer



IETF Plenary, IESG Open Mic Session



ANRP Award Winners

Meeting technology

Agenda tool

Part of Datatracker

Floor plan

Reactive UI works just as well on mobile!

Set your timezone

IETF 122 Meeting Agenda

Bangkok, March 15 - 21, 2025

Updated: 6 Mar 2025 at 00:05 GMT+7

Agenda Floor plan Plaintext

Help Share Settings

Schedule

Timezone: Meeting Local UTC Asia - Bangkok

Note: IETF agendas are subject to change, up to and during a meeting.

Time	Location	Event
Saturday 15 March 2025		
09:30 - 21:00	5 Sala Thai Ballroom	Hackathon
09:30 - 18:00	2 Level 2 Foyer	IETF and Hackathon Registration
10:00 - 18:00	7 Meeting Room 3	Code Sprint
10:30 - 11:00	5 Sala Thai Ballroom	Hackathon Kickoff
Sunday 16 March 2025		
08:30 - 18:00	2 Level 2 Foyer	IETF and Hackathon Registration
09:00 - 10:00	3 Boromphimarn 1/2	New Participant Program: Welcome/Introduction to the IETF (Part 1)
09:30 - 16:00	5 Sala Thai Ballroom	Hackathon
10:00 - 11:00	7 Meeting Room 4	WIT ADs Office Hours
10:00 - 10:40	3 Boromphimarn 1/2	New Participant Program: Introduction to the IETF (Part 2)
10:00 - 12:00	2 Chitlada 3	IEPG Meeting

Build your own calendar

Sessions:

- name
- time
- location

Agenda, materials, resources and connection details for each session

Meeting network

The IETF brings its own network to each meeting: APs, controllers, switches, servers, routers and it's own IPv4/IPv6 address space.

WiFi SSIDs with different features are provided both at the venue and the main hotel.

Managed by a mixed team of volunteers and contractors in the onsite NOC. They provide support if you have problems with the network.



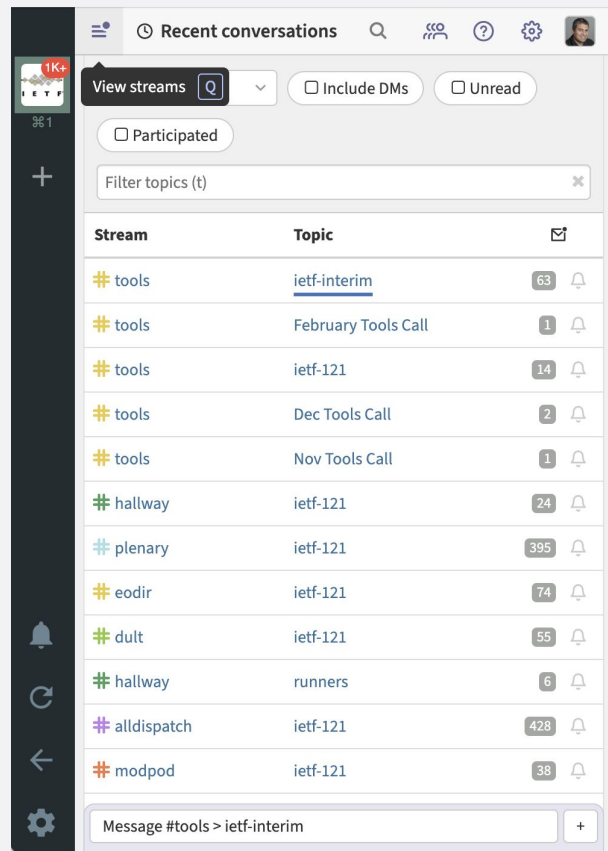
Network Operations Center (**NOC**)

Zulip - IETF in-meeting chat

Most people chat in-session using the built in chat facility in Meetecho. However, you can directly use Zulip, the underlying chat system.

Zulip has native clients for the web and various OSes. Login with your Datatracker credentials.

Zulip uses “streams” and “topics”. Each WG or other session has a long-lived stream and a new topic is created within that stream for each meeting.



Meeting wiki

Pages on wiki.ietf.org

🏠 / meeting / 124

IETF 124 Montreal, Canada

November 01-07, 2025

[Edit](#) [Edit on GitHub](#)

To edit the wiki, log in using your IETF Datatracker login credentials. If you don't yet have one, you may [create an IETF Datatracker account](#).

Meeting Venue

Fairmont The Queen Elizabeth
900 René-Lévesque Blvd W,
Montreal, Quebec
H3B 4A5, Canada

[Hotel Website](#) | [Google Maps](#)

Side Meetings

Find out when each room is available on our [public Trello board](#).
Fill out the [Side Meeting Request Form](#) to request a room.

The Secretariat will be allocating spots on a first-come, first-served basis. Please contact support@ietf.org with any questions or concerns.

Map

The following link is a map of restaurants, attractions, hotels, etc. in the area surrounding the IETF venue.
[IETF 124 Map of Montreal](#)

Alternative Hotels Nearby

These hotels are within 15 minutes walk time of the meeting venue:

PAGE CONTENTS

- > Meeting Venue
- > Side Meetings
- > Map
- > Alternative Hotels Nearby
- > Airport Transportation
 - > Bus
 - > Taxi & Rideshare
 - > Passenger Pickup
 - > Immigration, Baggage
- > Arrival Coordination
- > Departure Coordination
- > Rail Transportation
- > Language
- > Money Conversion
- > Credit Cards
- > Sales Tax

- Venue details
- Map
- Side Meetings
- Airport Transportation
- Arrival Coordination
- Departure Coordination
- Language
- Money Conversion
- Electrical Plug / Outlet
- Weather
- Emergency Assistance
- Transportation
- Tipping Culture

Meetecho

Key participation tool

If you are unfamiliar with Meetecho then we strongly recommend that you familiarize yourself with it. See guide:

<https://www.ietf.org/meeting/technology/meetecho-guide-participant/>

The screenshot shows a Meetecho meeting interface. At the top left, the IETF logo and 'iepg' are visible. The main content area displays a slide titled 'Results' with the following bullet points:

- Will present traceroute results next time!
- We welcome collaborators! Preparing VM image of FreeBSD with PDM so you can test for yourself.
- Come talk to us at Hackathon and/or HackDemo

The interface includes a participant list on the left with categories: QUEUE (Anthony Some...), CHAIRS (Warren Kumari, Chris Morrow), and PARTICIPANTS (Alessandro Amira..., Ana Custura, Anthony Somerset). A search bar is at the bottom of the list. On the right, there are video thumbnails for participants, one showing a woman speaking. The bottom status bar shows 'Meetecho IETF 114 Hybrid hosted by COMCAST NBCUniversal', 'audio in: 18 kbps', and a 'recording' indicator.



Questions?

Thank you for attending this session

**Please fill out the post-program survey that will be
emailed to you**