All questions and completed forms should be sent to controller@icann.org.

Please remember that the deadline for FY17 Budget consideration is **15 February 2016.**

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| REQUEST INFORMATION |
| Title of Proposed Activity  |  |  |
|   |  |  |
| Community Requestor Name | Chair |
|  |  |
| ICANN Staff Community Liaison |  |
|  |  |

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| --- |
| request description  |
| *1. Activity:* Please describe your proposed activity in detail |
|  |
| *2. Type of Activity*: e.g. Outreach - Education/training - Travel support - Research/Study - Meetings - Other |
|  |
| *3. Proposed Timeline/Schedule:* e.g.one time activity, recurring activity |
|  |

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|  request objectives  |
| 1. *Strategic Alignment.* Which area of ICANN’s Strategic Plan does this request support? |
|  |
| 2. *Demographics.* What audience(s), in which geographies, does your request target? |
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| 3. *Deliverables.* What are the desired outcomes of your proposed activity? |
|  |
| 4. *Metrics.* What measurements will you use to determine whether your activity achieves its desired outcomes? |
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| Resource Planning – incremental to accommodate this request  |
| Staff Support Needed (not including subject matter expertise):  |
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| --- | --- | --- | --- | --- |
| **Description** | **Timeline** | **Assumptions** | **Costs basis or parameters** | **Additional Comments** |
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| Subject Matter Expert Support: |
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| Technology Support: (telephone, Adobe Connect, web streaming, etc.) |
|  |
| Language Services Support: |
|  |
| Other: |
|  |
| Travel Support: |
|  |
| Potential/planned Sponsorship Contribution: |
|  |