Specific Requirements For UA Adoption and Demonstration Events

UA Adoption and Demonstration events require advance work to be done by each event organizer's technical team, who must complete the following tasks:

A. Register an Internationalized Domain Name (IDN) or use an existing IDN domain name that is already registered.
B. Set up a webspace online, e.g., with a hosting provider, to host a website using a content management system (CMS) such as (open-source) Wordpress or Drupal, or use an existing website and use the IDN registered to resolve to that website.
    a. The UA-ready website being created should use Wordpress 6.9 (or later) and Drupal 11.1.0 (or later), or update an existing website. The website should be able to input and process all domain names and email addresses, including those in local languages.
C. Set up an email server which supports Email Address Internationalization (EAI) using the EAI self hosting script published by ICANN and create Unicode based internationalized mailboxes/email addresses using the IDN registered.
    a. As part of this task, create sample email addresses to test the UA-ready website detailed in Section B above.

Notes for UA Day adoption and demonstration event organizers:

1. Organizers must have:
    a. A server that can run EAI self hosting script.
    b. A server with a public IP address.
2. Some Internet Service Providers (ISPs) may not allow outbound mail from new customers, but rather only after a few weeks. Therefore, it's important to set up the server by mid-January 2026 to ensure they are functional and supported by the selected

Internet Service Provider, and also to allow for sufficient time for ICANN to conduct the adoption qualification reviews by 28 February 2026.

3. Servers managed by web-based control panels, e.g., cPanel or ISPConfig, may not run EAI self hosting script. Organizers can run Wordpress or Drupal as necessary using web-based control panels.
4. Completion of the UA adoption tasks mentioned above will be followed by an online demonstration led by the event organizer's technical team to qualify for the UA adoption and demonstration event.
5. Organizers unable to complete the adoption tasks may be eligible to host a UA awareness event with reduced funding noted for UA awareness events. Please read the following milestones to have the event qualified as a UA adoption and demonstration event.

Milestones for UA Adoption Qualification

Adoption Milestone #1: Sponsorship Agreement Signing & Core Infrastructure Setup
This milestone focuses on establishing the essential infrastructure needed for UA adoption and finalizing the agreement.

Deadline: 20 January 2026

Payment: 25% of total payment if required deliverables are completed

Required Deliverables (Infrastructure Details):

- Executed UA Day sponsorship agreement
- IDN registered
- Hosting service provisioned and active
- Basic website homepage deployed (Functional existence is sufficient. Final public-ready polished version is not needed at this stage)
- Mail server configured under the same registered domain name (see "How to use" section at EAI self hosting script)
- Work with the ICANN UA Technical Trainer to achieve these deliverables.

Adoption Milestone #2: Publish The Program

This milestone requires publishing the program internally for ICANN's review. To be qualified as an adoption and demonstration event, the "Specific Requirements" noted above must be completed with the support of the ICANN UA Technical Team by the timeline. If not qualified, your event will be reclassified as a UA awareness event. Please see Note #5 above for more details.

Deadline: 28 February 2026

Required Deliverables:

- Contact form page that accepts Email Address Internationalization (EAI)
- Ensure the site can send and receive emails to and from all valid email addresses
- Other specific specifications mentioned above
- Present the deliverables to the ICANN team and the UA Technical Trainer.

Adoption Milestone #3: Conducting The Event & Reporting

This milestone focuses on demonstrating the UA adoption exercise to the audience at the UA Day event by the proposed date. After conducting the UA Day event, organizers send their report and event visuals to ICANN.

Deadline: 30 May 2026

Payment: 75% of total payment if deliverables are completed (Note: if Milestone #2 requirements were **not met**, event and financial support will be classified in line with the UA awareness event).

Required Deliverables:

- Successfully conduct the planned UA Day event
- Present the UA adoption work to the audience
- Submit the official UA Day Report along with high-quality visuals (photos and/or recordings) within fifteen (15) days from the date of the event