

Subject: [Ext] Working Plan / Steps

Date: Wednesday, 29 April 2020 at 21:44:20 British Summer Time

From: Alfredo Calderon

To: Cbwg-webinars, Hadia El Miniawi, Heidi Ullrich, ICANN At-Large Staff

Dear Colleagues:

It might be worthwhile to start thinking of steps to follow in preparation for our Webinars. This is just a first draft so we can start building a 'Framework', 'Tool Kit', or 'Best Practices'.

1. 4th weeks in advance: Topic and invite possible speakers. (Monday sent an invitation, expect confirmation by Friday)
2. 3rd week in advance: Send confirmation letter to speaker/s with details of what we need, format, duration, photo, and a short profile.
3. 2nd week in advance: Receive slide deck with poll questions for Quiz, preparation on materials to promote on Social Media Networks, ICANN communities, etc.
4. Webinar week, final details, etc.

We do need to think of a place to collect data of each survey question (beginning and end of Webinar), = Metrics analysis to improve on Webinars, and understand the audience we are engaging.

Just a starting point....

Hear from you all online and through the mailing list.

Stay well and safe!

photo

Alfredo Calderon

eLearning Consultant

calderon.alfredo@gmail.com

<http://aprendizajedistancia.blogspot.com> [aprendizajedistancia.blogspot.com] |

Skype: Alfredo_1212

| wiseintro.co/alfredocalderon [wiseintro.co]

[\[facebook.com\]](https://www.facebook.com) [\[pr.linkedin.com\]](https://www.linkedin.com) [\[twitter.com\]](https://twitter.com) [\[plus.google.com\]](https://plus.google.com) [\[pinterest.com\]](https://pinterest.com) [\[slideshare\]](https://slideshare)

IMPORTANT: The contents of this email and any attachments are confidential. They are intended for the named recipient(s) only. If you have received this email by mistake, please notify the sender immediately and do not disclose the contents to anyone or make copies thereof.

Get your own [email signature](https://www.wisestamp.com) [wisestamp.com]