

Dear Gisella:

Thank you for the Draft Invitation Template.

1. I prefer using **guest speaker/s**.
2. **Pop quiz** is adequate and gives an emphasis on the need to concentrate on the presentation to be able to answer.

Kind regards,



Alfredo Calderon

eLearning Consultant

calderon.alfredo@gmail.com

<http://aprendizajedistancia.blogspot.com>

[\[aprendizajedistancia.blogspot.com\]](http://aprendizajedistancia.blogspot.com) | Skype: Alfredo_1212

wiseintro.co/alfredocalderon [\[wiseintro.co\]](http://wiseintro.co)



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On Thu, Apr 23, 2020 at 12:35 PM Gisella Gruber <Gisella.Grubert@icann.org> wrote:

Dear All,

Please see hereafter a template for Hadia's invitation to our future speakers.

Do you wish to use the word 'trainer or guest speaker' or anything else?

I would suggest that once they have accepted this invitation, staff send them a note to request the presentation and quiz questions by the Friday before and suggest they join the call 5-10min early to do an audio test and to speak at a reasonable speed for the interpreters ... and of course send them all the call details and wiki page.

Thank you.

Kind regards,

Gisella

Dear **[Name(s)]**

The At-Large Community is holding a series of webinars as part of the [At-Large Capacity Building Program – 2020](#) on various topics identified by the At-Large Capacity Building Working Group and presented by the most appropriate persons from the Community and Staff.

As Chair of the At-Large Capacity Building Webinars Team, I would like to invite you to be the **guest speaker / trainer(s)** for the next webinar in this series provisionally scheduled on **[insert DATE and TIME]** and addressing the topic: **“[insert TOPIC]”**.

The objective of this webinar is **[insert brief description]**.

It would be most helpful if you could provide us with a brief description of this topic, to be added to the Community Invitation as well as any document(s) and/or links to share ahead of the presentation.

The Duration is planned for 90 minutes with the following draft agenda:

- Introduction by the Capacity Building Working Group Co-Chairs (5min)
- Presentation and **(Pop?) Quiz** – by **Guest Speaker / Trainer**(45min)
- Q & A – All (30min)
- (Webinar) Evaluation Survey – At-Large Staff (5min)
- Conclusion and Next Steps by the Capacity Building Working Group Co-Chairs (5min)

As we are implementing these webinars to be held with some **interactive features**, we would like to ask you to please **send us two to three pop quiz questions** to be asked either during or at the end of the (respective) presentation(s). The question can be a 'test' of any subject or concept you have mentioned during your presentation, and it

can have a **multiple choice format** or a **yes/no answer**. Participants will be able to answer the questions using the Zoom features.

This session will be interpreted into Spanish and French.

Could you kindly confirm your availability for this webinar at your earliest convenience.

Thank you.

Kind regards,

Hadia El Miniawi

Chair, At-Large Capacity Building Webinars Team

Cbwg-webinars mailing list

Cbwg-webinars@icann.org

<https://mm.icann.org/mailman/listinfo/cbwg-webinars>

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